PKI End-User Training

Certificate Utilization

PKI Release 3 v2

Requirements for Outlook 2000 Certificate Utilization

- **Required Software must be Loaded**
- **Load Certificates into IE/Outlook**
- **Configure Outlook for Certificate Utilization**
- **Add MS Outlook Contacts and PKI Certificates to Contacts**
- **Send DoD PKI Signed & Encrypted Message in Outlook**

Outlook 2000 Certificate Utilization

Lesson 1

Required Software must be Loaded

System / Software Requirements

- **Windows 98 or 2000, or NT 4.0 w/SP 5**
- **MS Outlook 2000 w/SR1A w/ SP 2**
- **MS Internet Explorer (IE) 5.5**
- **128 bit cipher strength applied to all above**
- **No specific minimum hardware requirements**

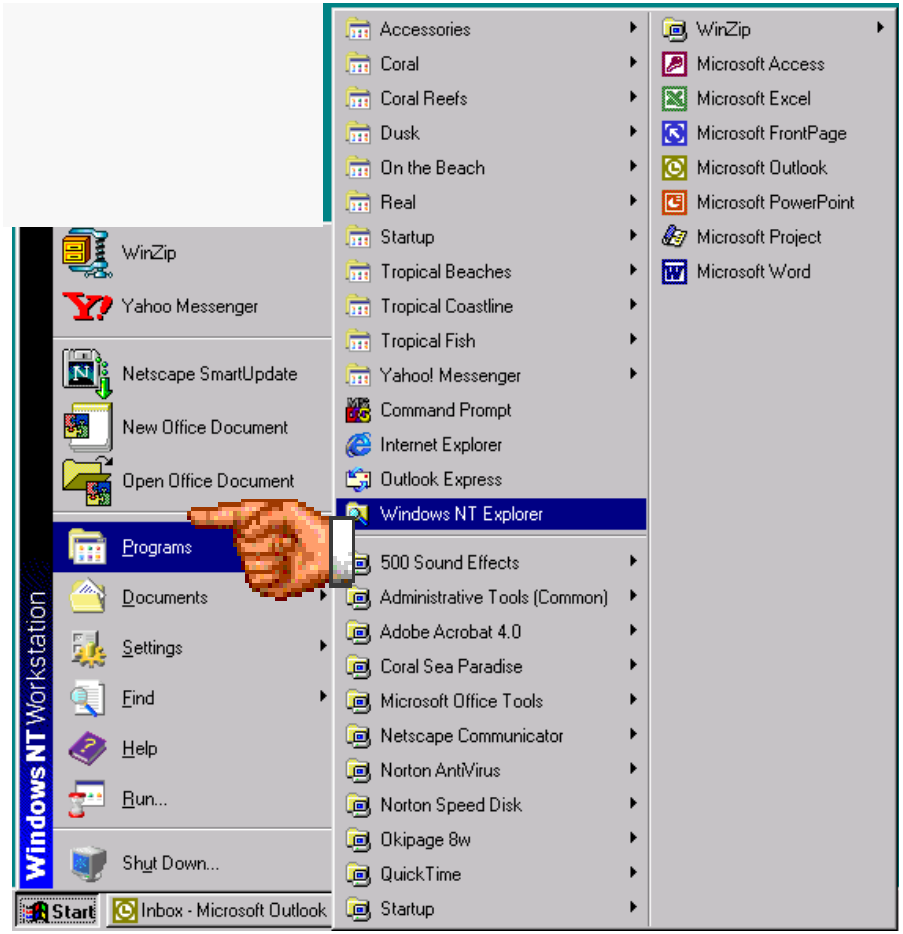
Note: Netscape Communicator 4.73 or better (but NOT 6.0) may be used for e-mail and browser, but it is not addressed in the Microsoft flavor of PKI. IE5 is The USMC standard.

Outlook 2000 Certificate Utilization

Lesson 2

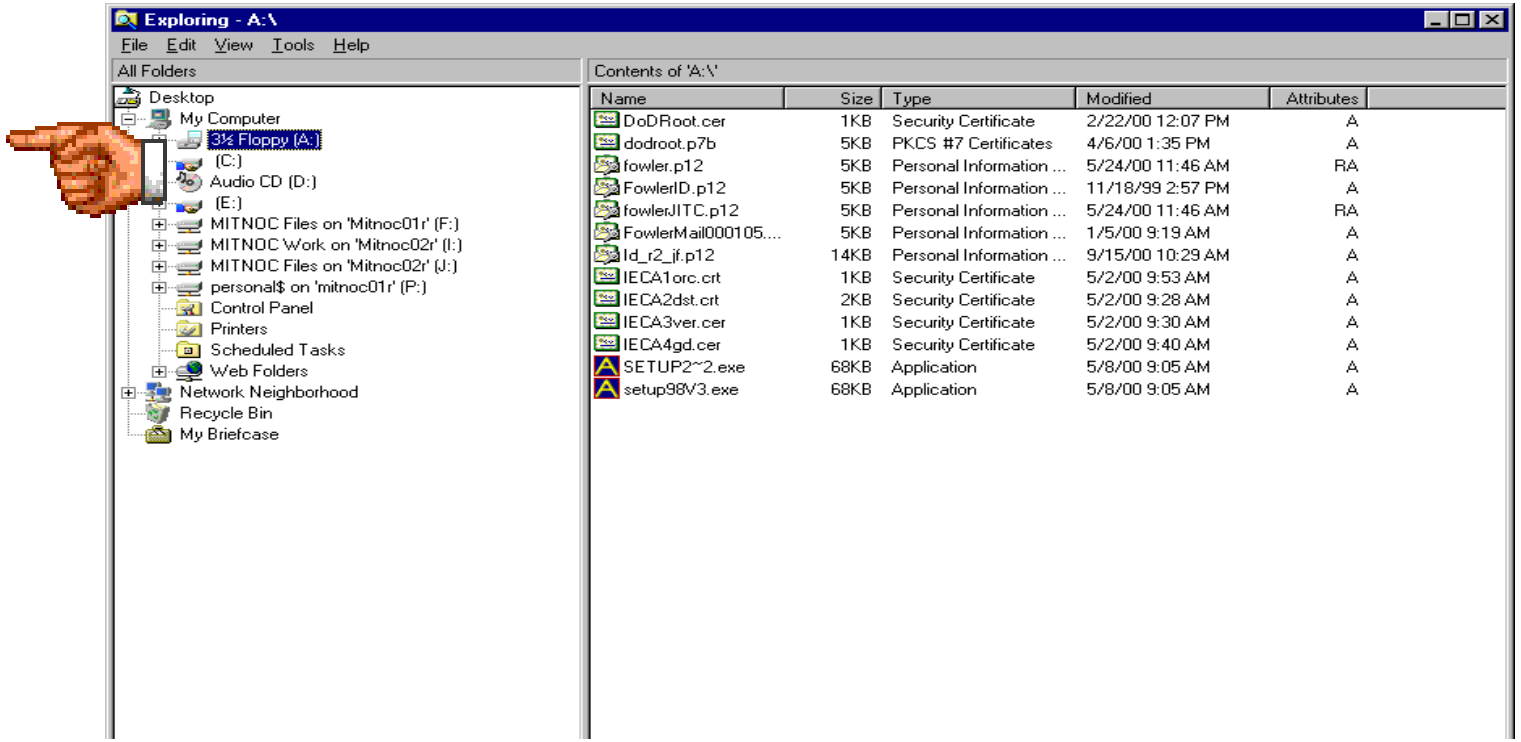
Load Certificates into
Internet Explorer (IE) / Outlook

Load Certificates Into IE/Outlook



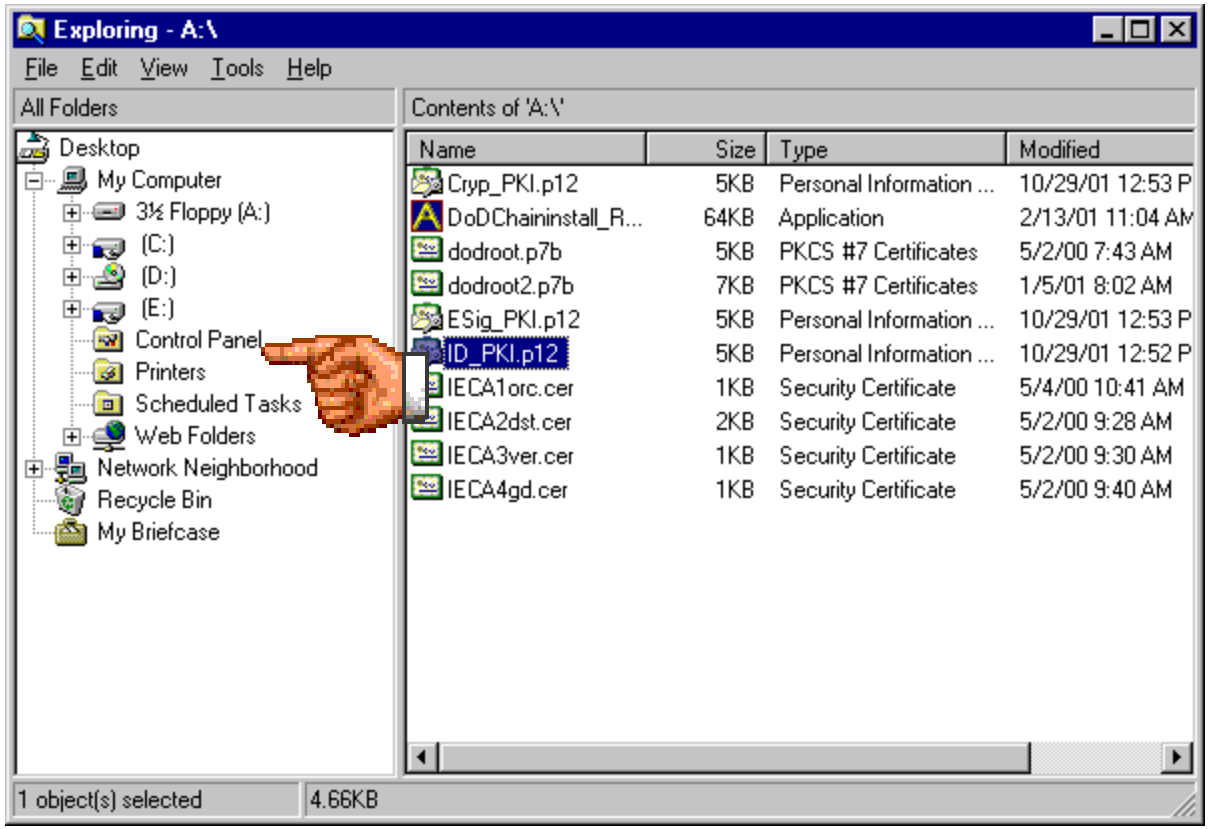
- **Open Windows NT Explorer**

Load Certificates Into IE/Outlook (cont)


Exploring - A:\
File Edit View Tools Help
All Folders
Desktop
My Computer
3½ Floppy (A:)
(C:)
Audio CD (D:)
(E:)
MITNOC Files on 'Mitnoc01r' (F:)
MITNOC Work on 'Mitnoc02r' (I:)
MITNOC Files on 'Mitnoc02r' (J:)
personal$ on 'mitnoc01r' (P:)
Control Panel
Printers
Scheduled Tasks
Web Folders
Network Neighborhood
Recycle Bin
My Briefcase
Contents of 'A:\'
Name Size Type Modified Attributes
DoDRoot.cer 1KB Security Certificate 2/22/00 12:07 PM A
dodroot.p7b 5KB PKCS #7 Certificates 4/6/00 1:35 PM A
fowler.p12 5KB Personal Information ... 5/24/00 11:46 AM RA
FowlerID.p12 5KB Personal Information ... 11/18/99 2:57 PM A
fowlerJITC.p12 5KB Personal Information ... 5/24/00 11:46 AM RA
FowlerMail000105.... 5KB Personal Information ... 1/5/00 9:19 AM A
Id_r2_jf.p12 14KB Personal Information ... 9/15/00 10:29 AM A
IECA1orc.crt 1KB Security Certificate 5/2/00 9:53 AM A
IECA2dst.crt 2KB Security Certificate 5/2/00 9:28 AM A
IECA3ver.cer 1KB Security Certificate 5/2/00 9:30 AM A
IECA4gd.cer 1KB Security Certificate 5/2/00 9:40 AM A
SETUP2~2.exe 68KB Application 5/8/00 9:05 AM A
setup98V3.exe 68KB Application 5/8/00 9:05 AM A

- **Select the A drive**

Load Certificates Into IE/Outlook (cont)



- **Double click on the DoD PKI <u>Private Identity Certificate</u>**

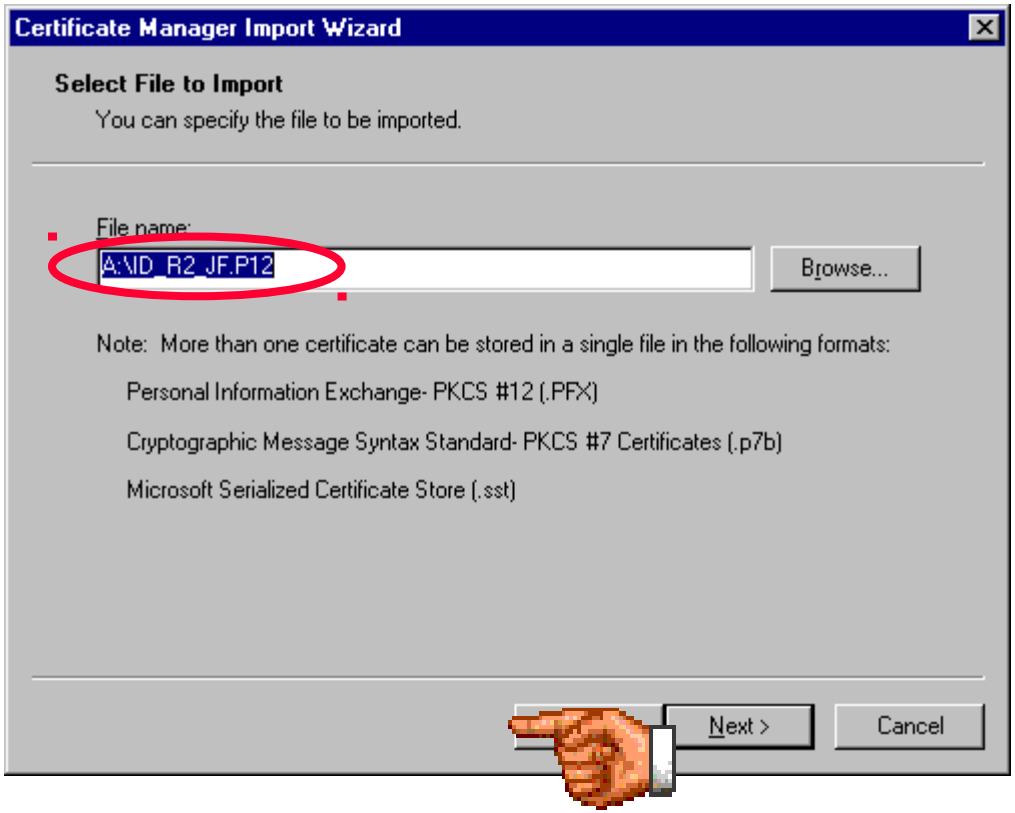
(file name=Id_XXX.p12 where XXX is the end user initials)

Load Certificates Into IE/Outlook (cont)

Certificate Manager Import Wizard
Welcome to the Certificate Manager Import Wizard
This wizard helps to copy certificates, certificate trust lists, and certificate revocation lists from your disk to the certificate store.
What is a certificate?
A certificate is a confirmation of your identity issued by a certification authority. Certificates contain information used to protect data, or to establish secure network connections.
What is a certificate store?
A certificate store is a system area where certificates, certificate trust lists, and certificate revocation lists are stored.
Click Next to continue or Cancel to exit.
< Next >
Cancel

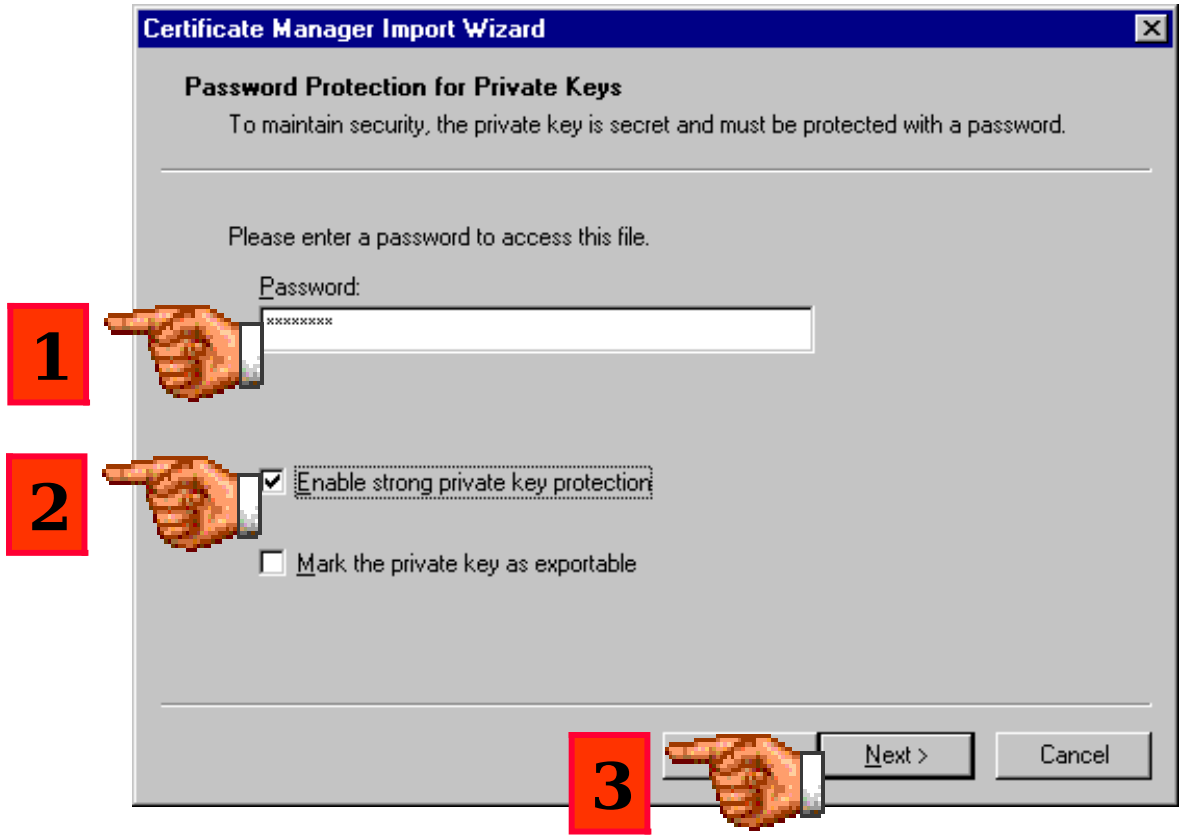
- **Certificate Management Wizard should activate**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select File to Import
You can specify the file to be imported.
File name:
A:\ID_R2_JF.P12
Browse...
Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.p7b)
Microsoft Serialized Certificate Store (.sst)
Next >
Cancel

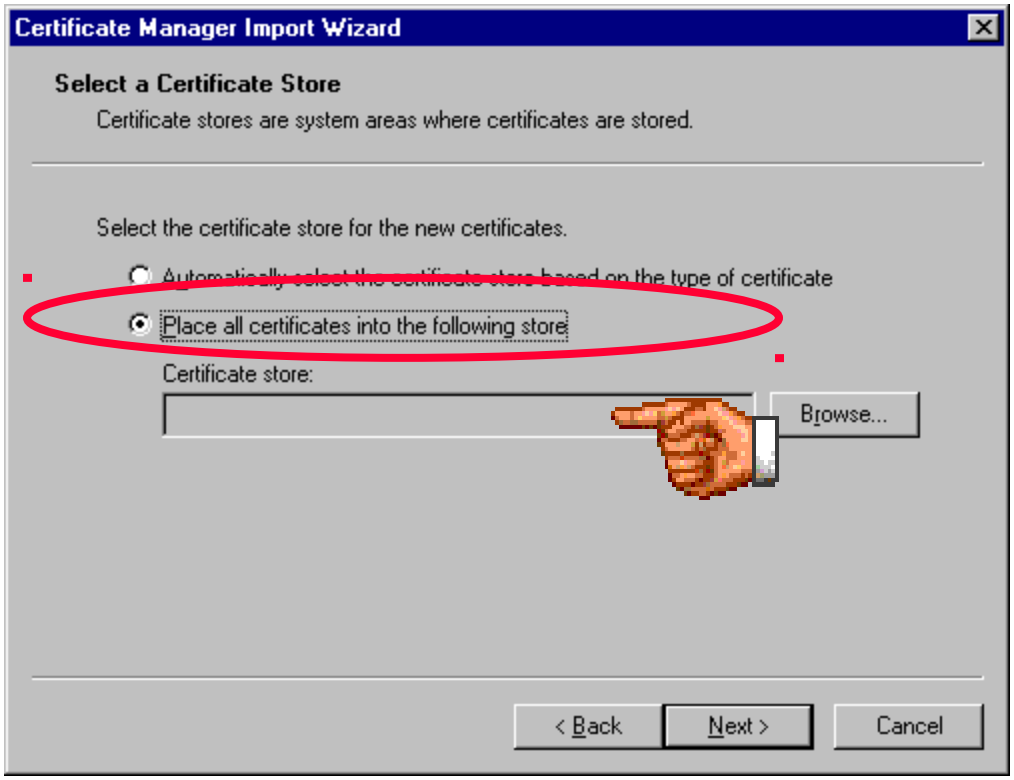
- **Confirm file name**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)



- **Enter the appropriate password**
- **Check “Enable strong private key protection”**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select a Certificate Store
Certificate stores are system areas where certificates are stored.
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Browse...
< Back
Next >
Cancel

- **Change default "Automatically ...." to "Place all certificates into the following store"**
- **Click *Browse***

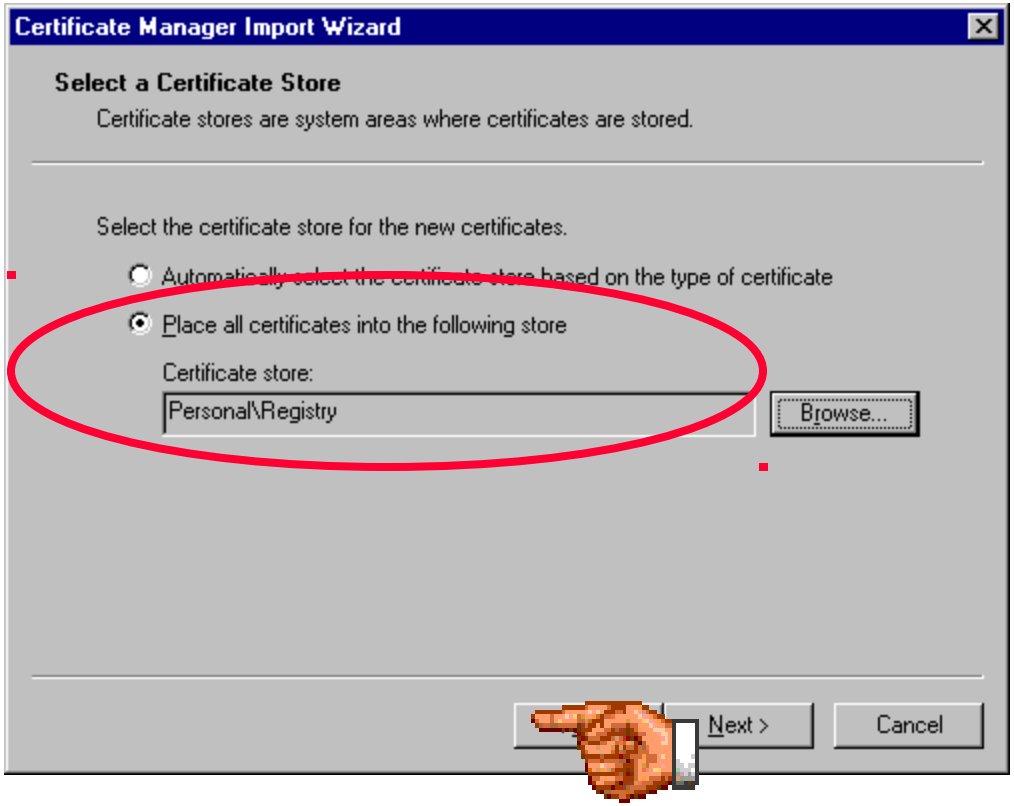
Load Certificates Into IE/Outlook (cont)

- **Select "Show Physical Stores"**

Load Certificates Into IE/Outlook (cont)

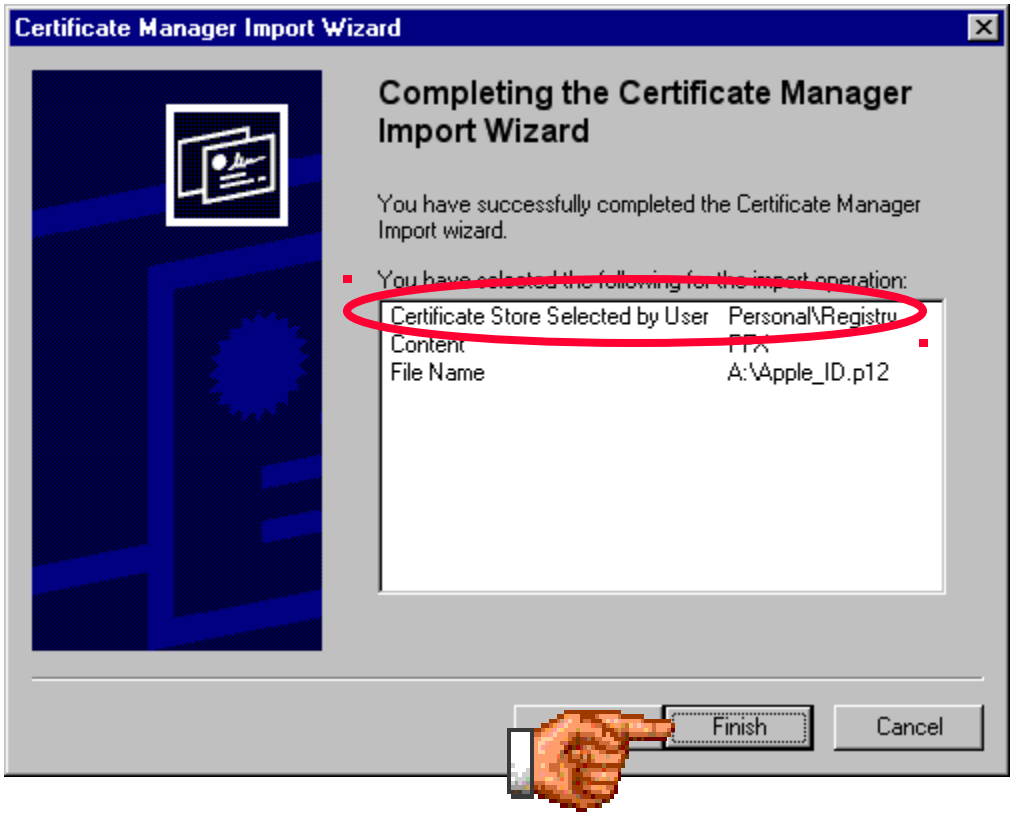
- **Select \Personal\Registry**
- **Click *OK***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select a Certificate Store
Certificate stores are system areas where certificates are stored.
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Personal\Registry
Browse...
Next >
Cancel

- **Ensure "\Personal\Registry" is selected**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)

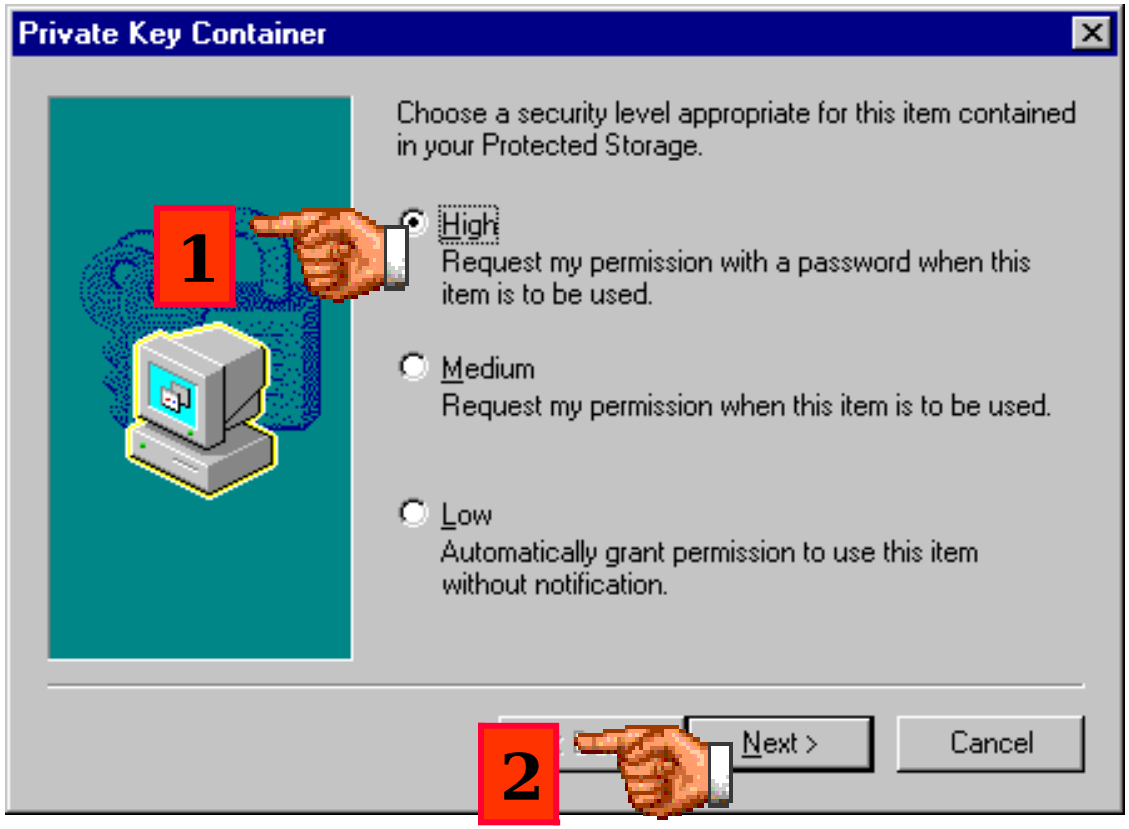


- **Click** *Finish*

Load Certificates Into IE/Outlook (cont)

- **Click** *Set Security Level*

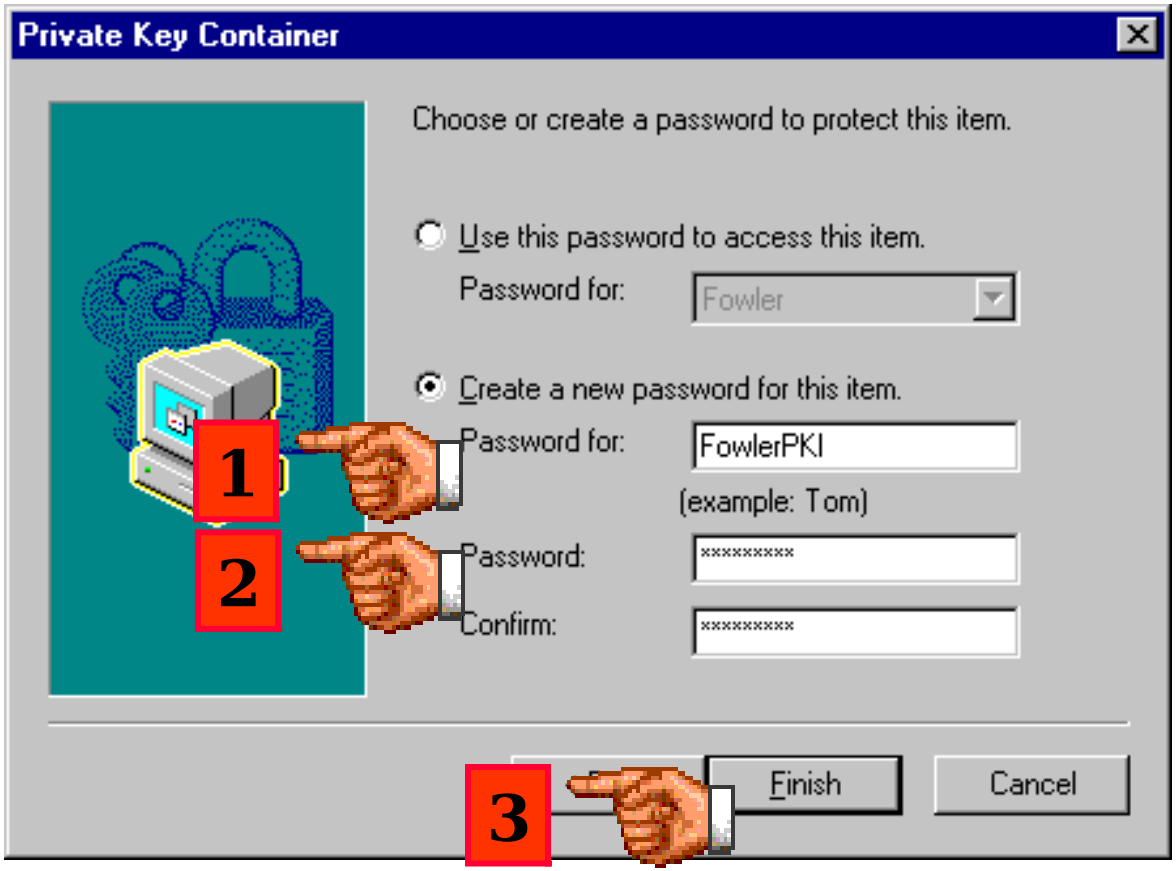
Load Certificates Into IE/Outlook (cont)


Private Key Container
Choose a security level appropriate for this item contained in your Protected Storage.
1
High
Request my permission with a password when this item is to be used.
Medium
Request my permission when this item is to be used.
Low
Automatically grant permission to use this item without notification.
2
Next >
Cancel

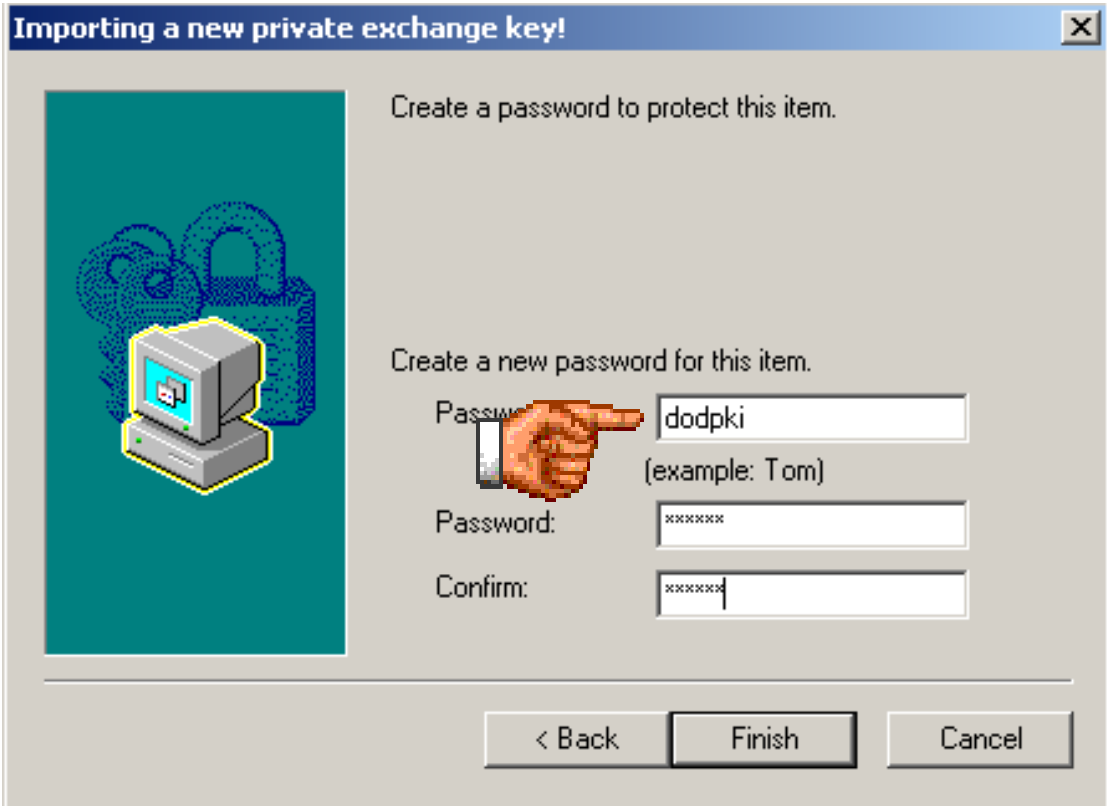
- **Set security level to *High***
- **Click *Next***

Load Certificates Into IE/Outlook (cont)

- Enter preferred name of Private Key Container
- Enter new password and Confirm
- Click *Finish*



****MS 2000 Difference****



You must give the container the same name as
And re-enter the password, confirm, and click

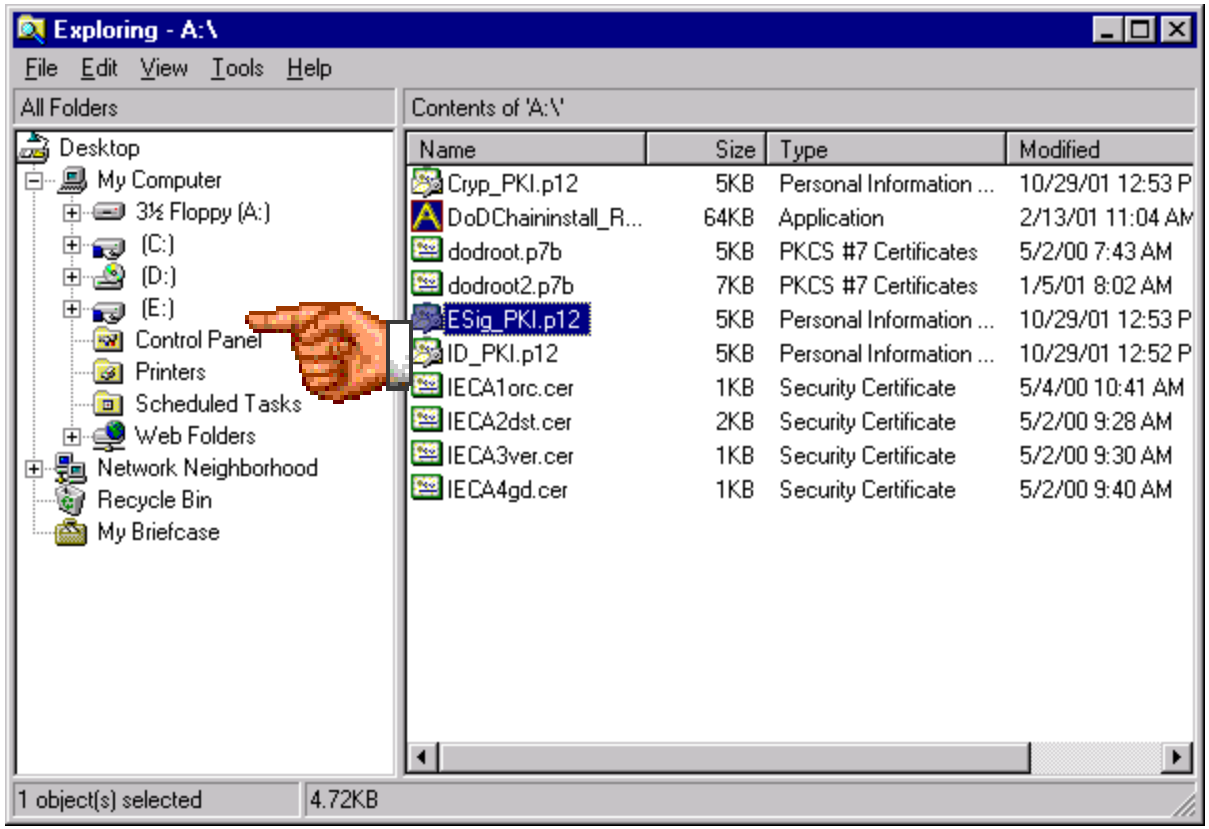
Load Certificates Into IE/Outlook (cont)

- **To Import <u>Private Exchange Key</u>, enter same password**
- **Do NOT check remember password**
- **Click *<u>OK</u>***

Load Certificates Into IE/Outlook (cont)

- **Click *OK***

Load Certificates Into IE/Outlook (cont)



- **Double click on the DoD PKI <u>E-mail Signature Certificate</u>**

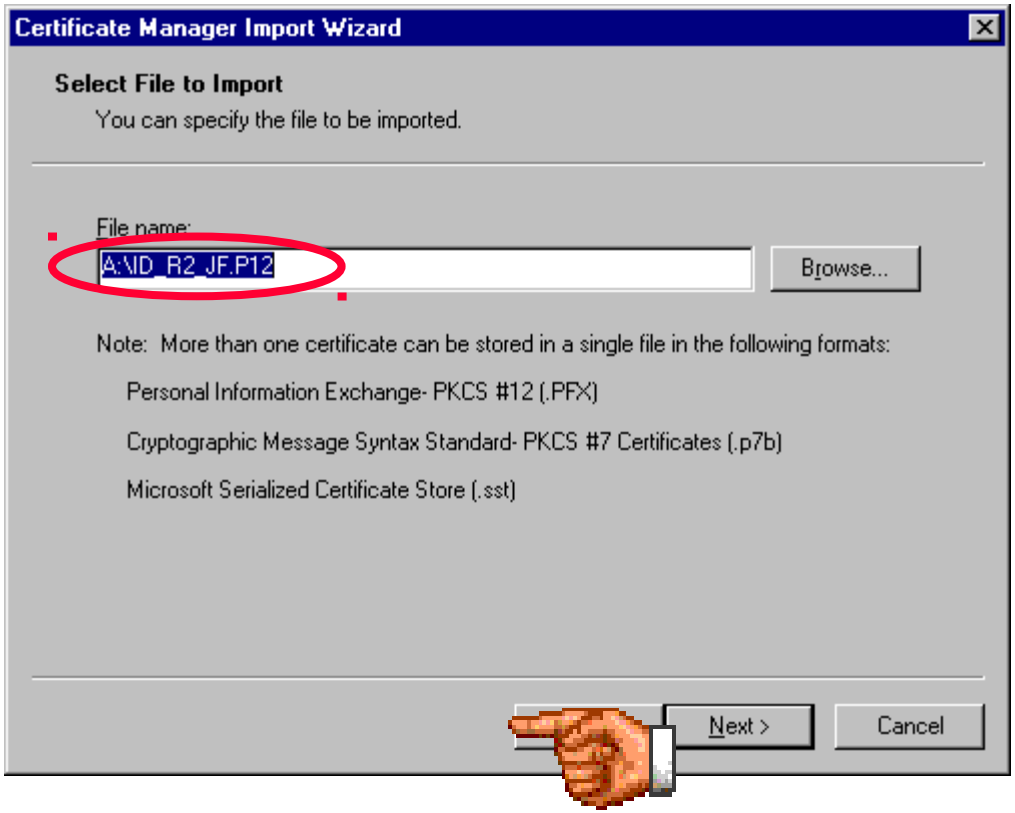
(file name=ESig_XXX.p12 where XXX is the end user initia

Load Certificates Into IE/Outlook (cont)

Certificate Manager Import Wizard
Welcome to the Certificate Manager Import Wizard
This wizard helps to copy certificates, certificate trust lists, and certificate revocation lists from your disk to the certificate store.
What is a certificate?
A certificate is a confirmation of your identity issued by a certification authority. Certificates contain information used to protect data, or to establish secure network connections.
What is a certificate store?
A certificate store is a system area where certificates, certificate trust lists, and certificate revocation lists are stored.
Click Next to continue or Cancel to exit.
< Next >
Cancel

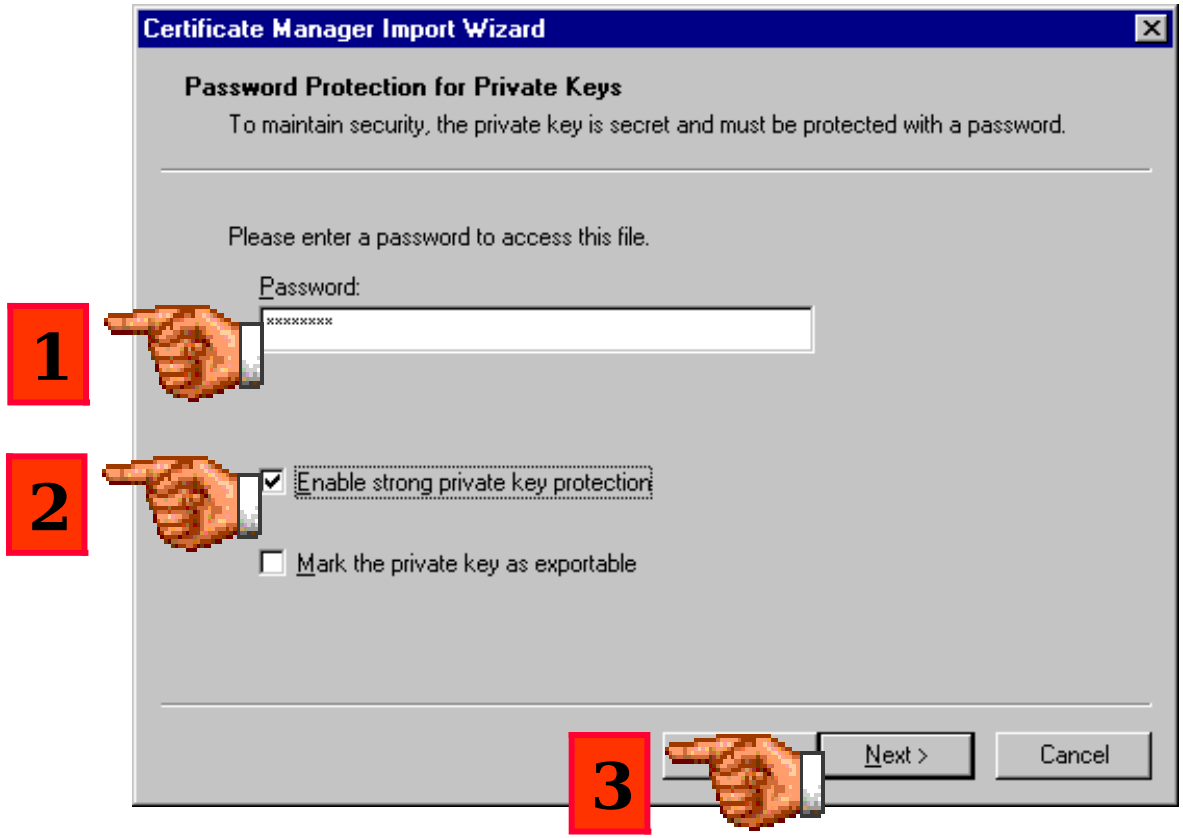
- **Certificate Management Wizard should activate**
- **Click** ***Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select File to Import
You can specify the file to be imported.
File name:
A:\ID_R2_JF.P12
Browse...
Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.p7b)
Microsoft Serialized Certificate Store (.sst)
Next >
Cancel

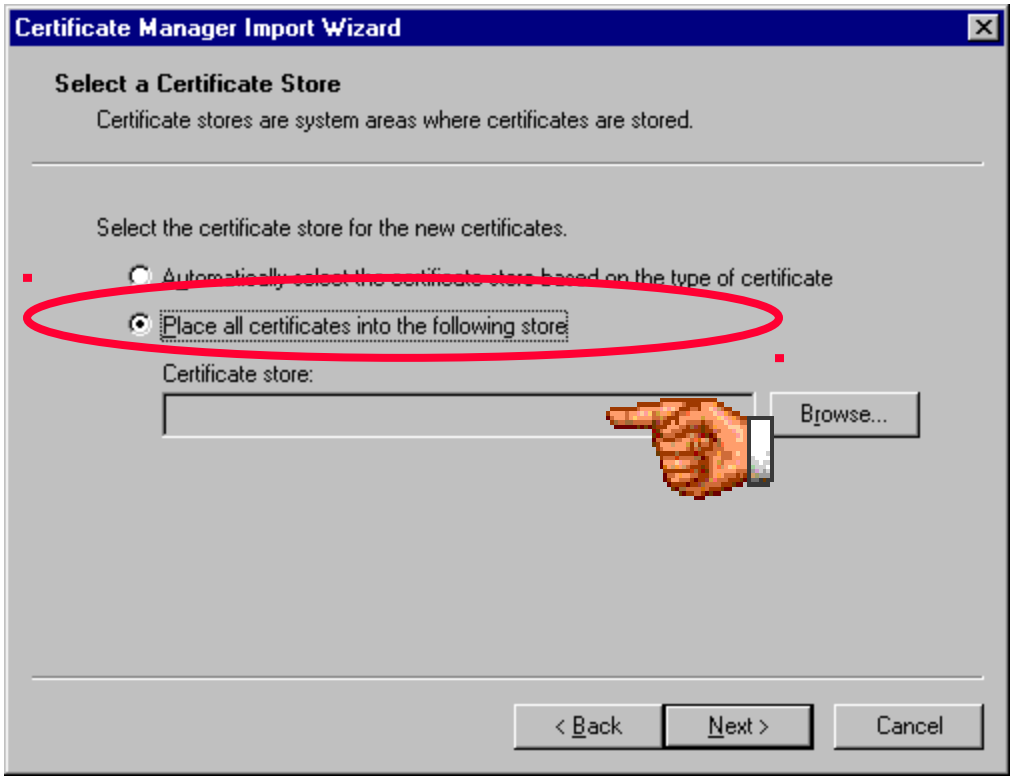
- **Confirm file name**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)



- **Enter the appropriate password**
- **Check “Enable strong private key protection”**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select a Certificate Store
Certificate stores are system areas where certificates are stored.
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Browse...
< Back
Next >
Cancel

- **Change default "Automatically ...." to "Place all certificates into the following store"**
- **Click *Browse***

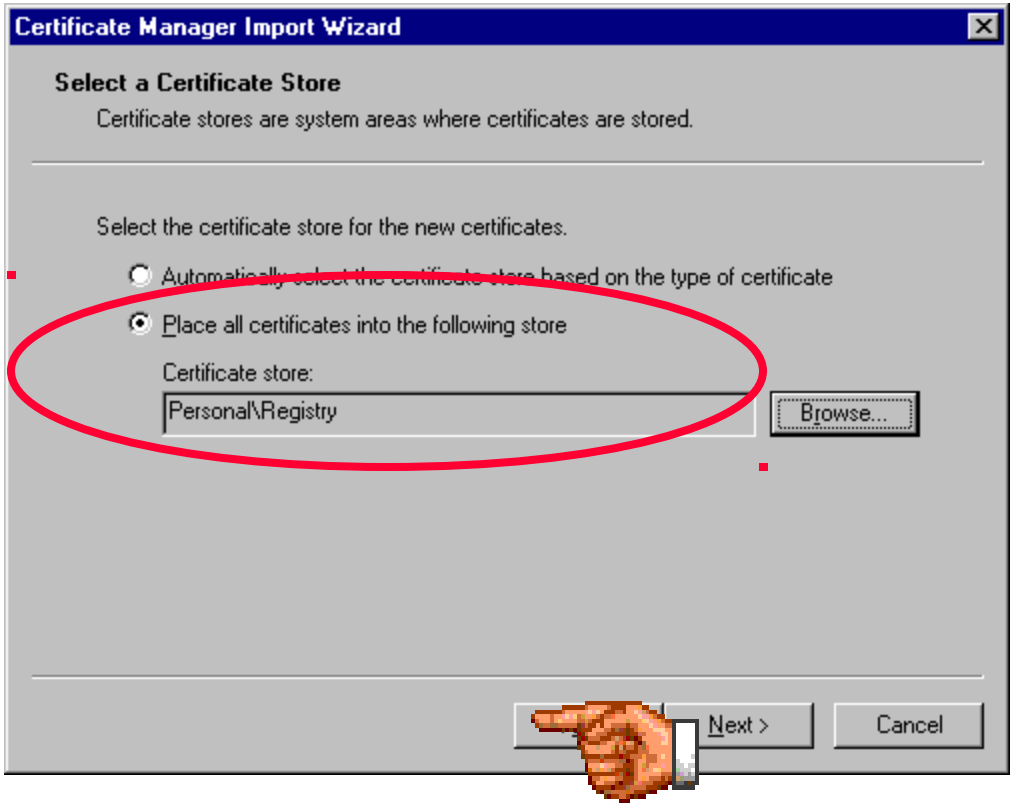
Load Certificates Into IE/Outlook (cont)

- **Select "Show Physical Stores"**

Load Certificates Into IE/Outlook (cont)

- **Select \Personal\Registry**
- **Click *OK***

Load Certificates Into IE/Outlook (cont)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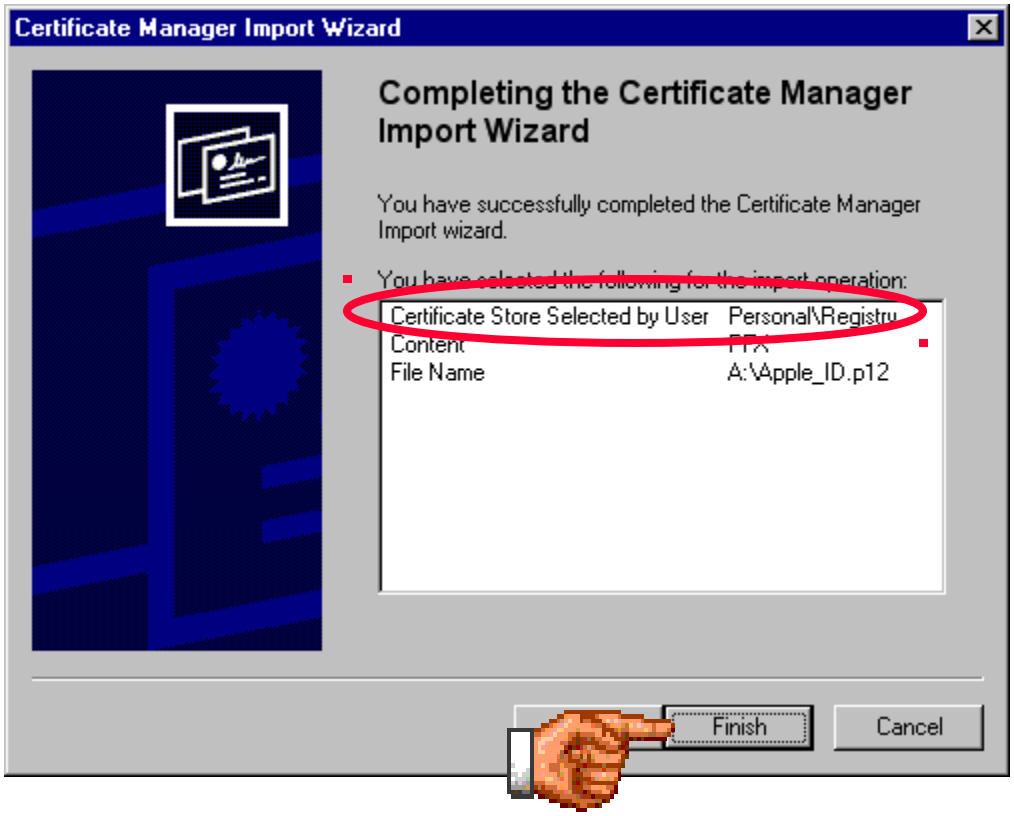
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Personal\Registry
Browse...
Next >
Cancel

- **Ensure "\Personal\Registry" is selected**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)

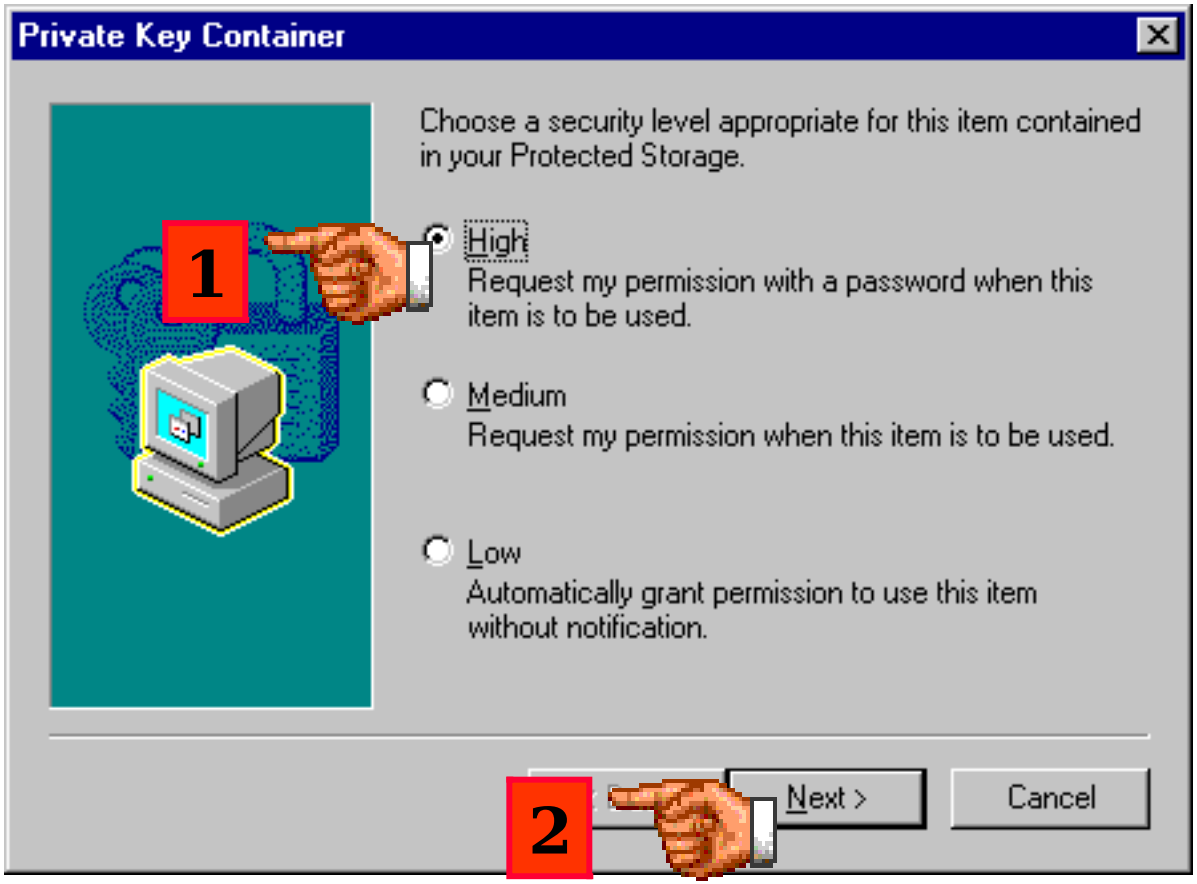


- **Click** *Finish*

Load Certificates Into IE/Outlook (cont)

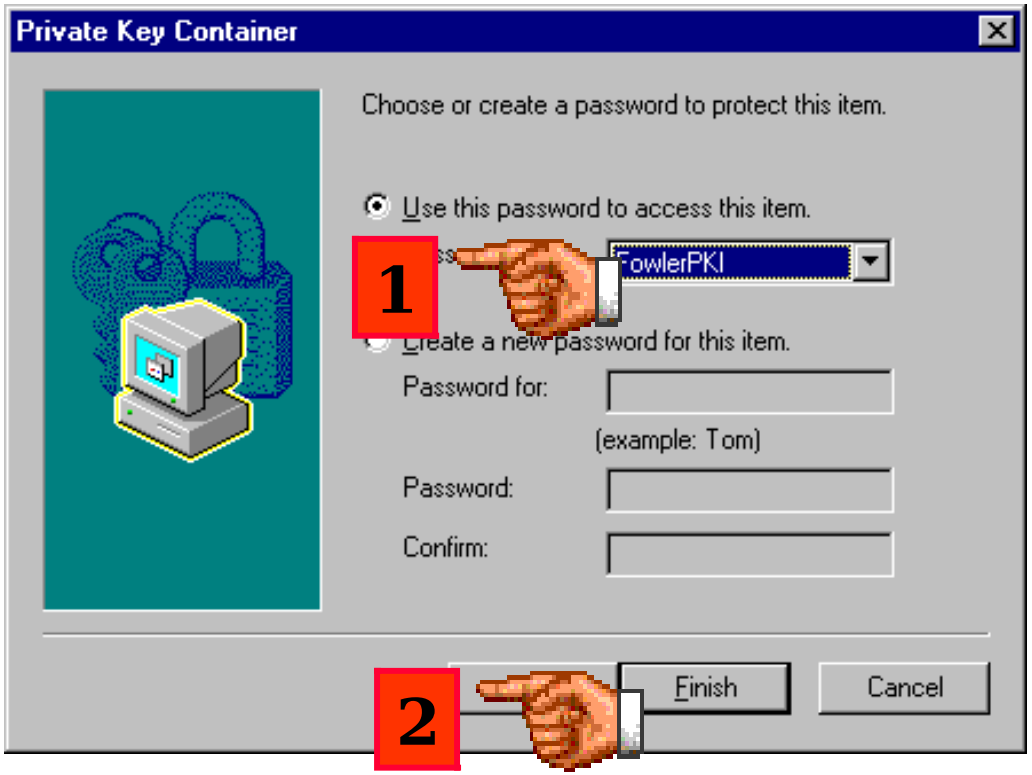
- **Click** *Set Security Level*

Load Certificates Into IE/Outlook (cont)


Private Key Container
Choose a security level appropriate for this item contained in your Protected Storage.
1
High
Request my permission with a password when this item is to be used.
Medium
Request my permission when this item is to be used.
Low
Automatically grant permission to use this item without notification.
2
Next >
Cancel

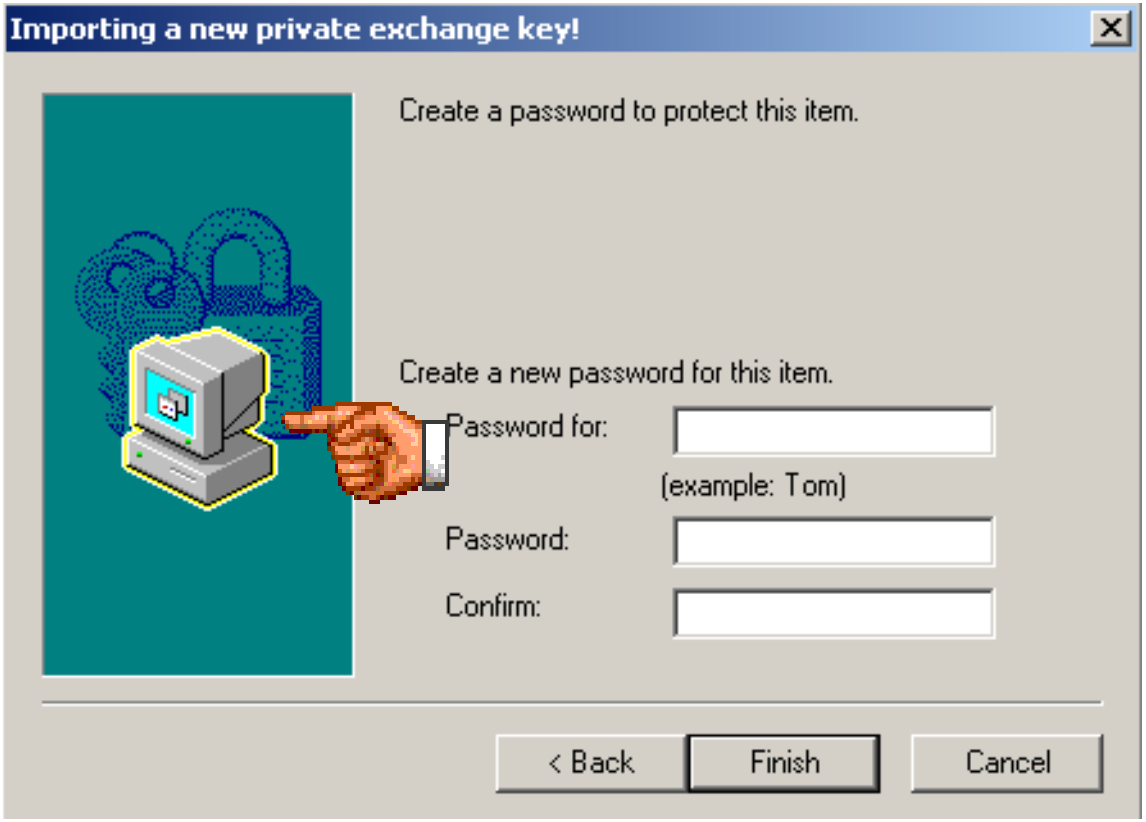
- **Set security level to *High***
- **Click *Next***

Load Certificates Into IE/Outlook (cont)



- **Select preferred name of Private Key Container**
- **Click *Finish***

****MS 2000 Difference*****



You must give the container the same name as
And re-enter the password, confirm, and click

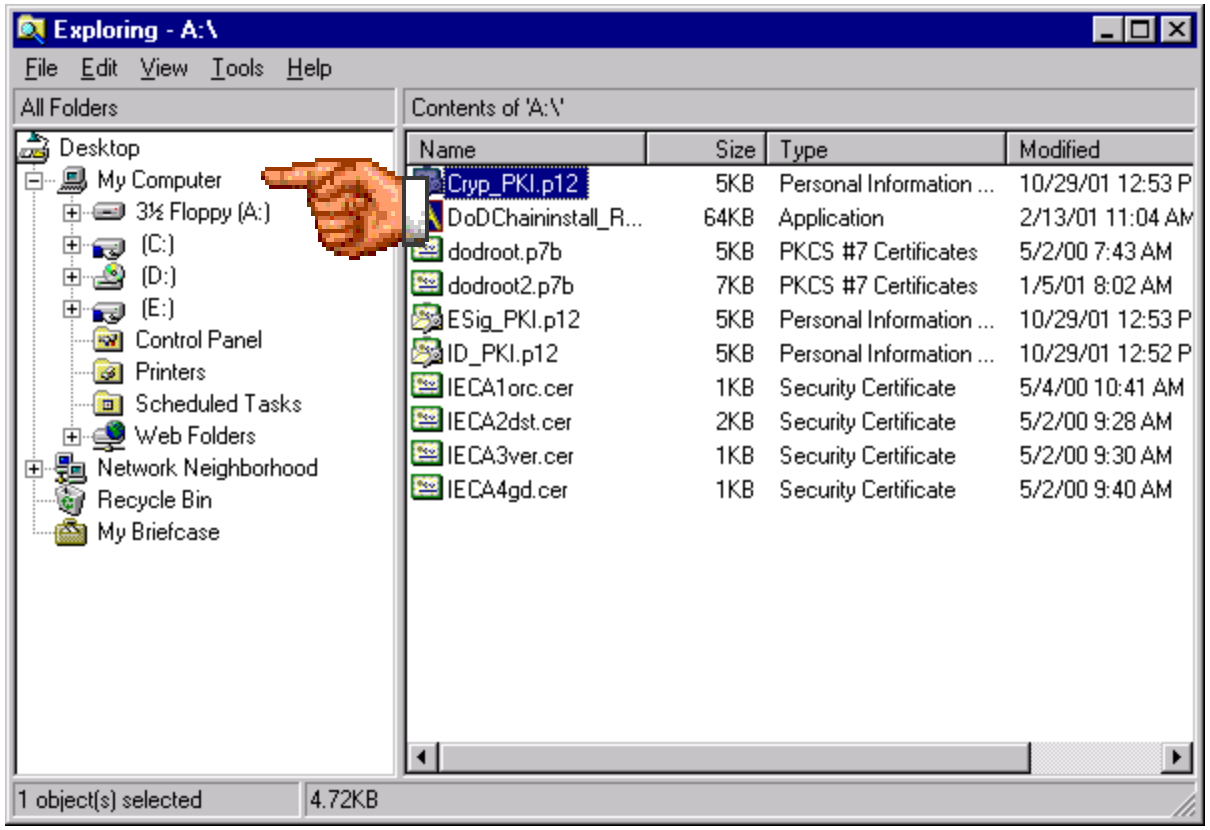
Load Certificates Into IE/Outlook (cont)

- **To Import Private Exchange Key, enter same password**
- **Do NOT check remember password**
- **Click *OK***

Load Certificates Into IE/Outlook (cont)

- **Click *OK***

Load Certificates Into IE/Outlook (cont)



- **Double click on the DoD PKI <u>Encryption Certificate</u>**

(file name=Cryp_XXX.p12 where XXX is the end user initia

For Official Use

Load Certificates Into IE/Outlook (cont)

Certificate Manager Import Wizard
Welcome to the Certificate Manager Import Wizard
This wizard helps to copy certificates, certificate trust lists, and certificate revocation lists from your disk to the certificate store.
What is a certificate?
A certificate is a confirmation of your identity issued by a certification authority. Certificates contain information used to protect data, or to establish secure network connections.
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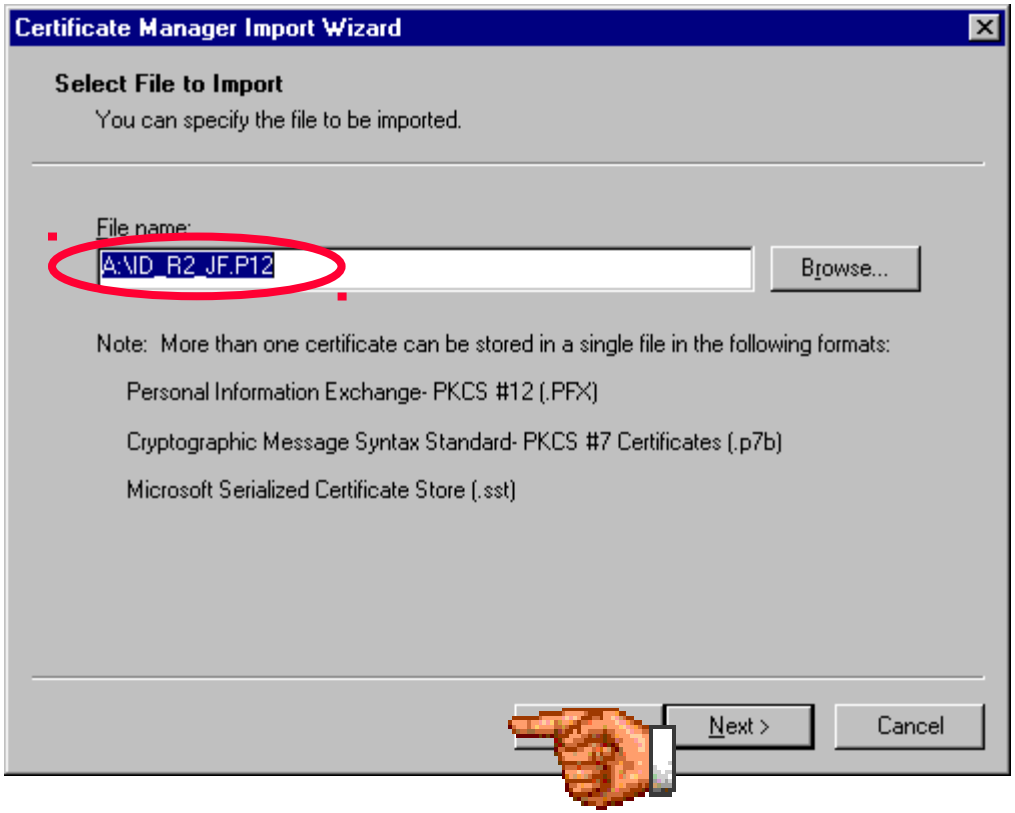
Click Next to continue or Cancel to exit.
< Next >
Cancel

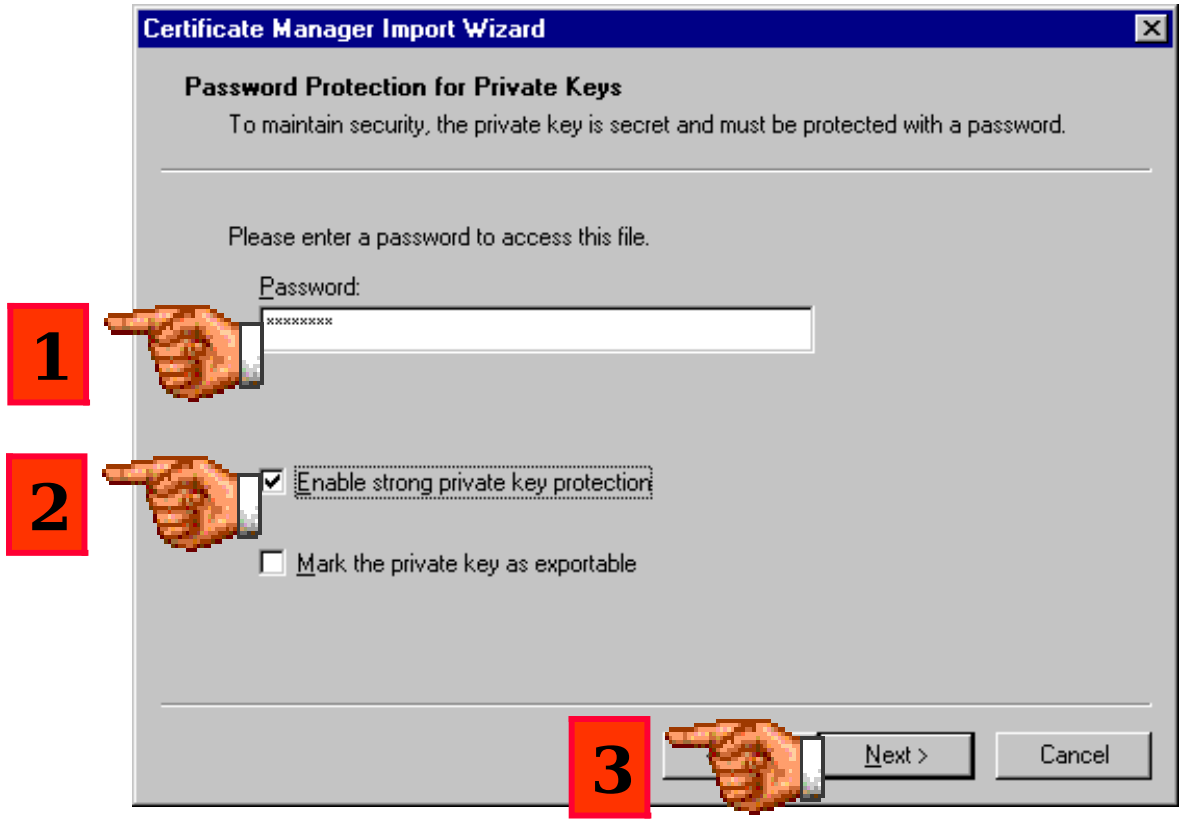
- **Certificate Management Wizard should activate**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select File to Import
You can specify the file to be imported.
File name:
A:\ID_R2_JF.P12
Browse...
Note: More than one certificate can be stored in a single file in the following formats:
Personal Information Exchange- PKCS #12 (.PFX)
Cryptographic Message Syntax Standard- PKCS #7 Certificates (.p7b)
Microsoft Serialized Certificate Store (.sst)
Next >
Cancel

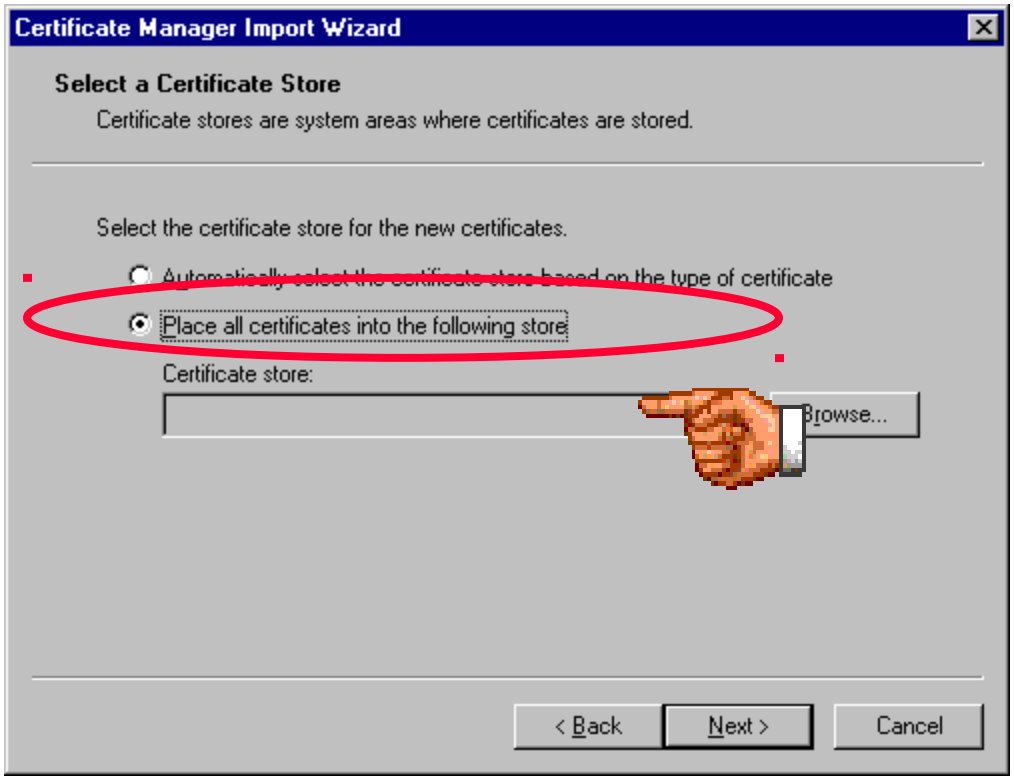
- **Confirm file name**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)



- **Enter the appropriate password**
- **Check “Enable strong private key protection”**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)


Certificate Manager Import Wizard
Select a Certificate Store
Certificate stores are system areas where certificates are stored.
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Browse...
< Back
Next >
Cancel

- **Change default "Automatically ...." to "Place all certificates into the following store"**
- **Click *Browse***

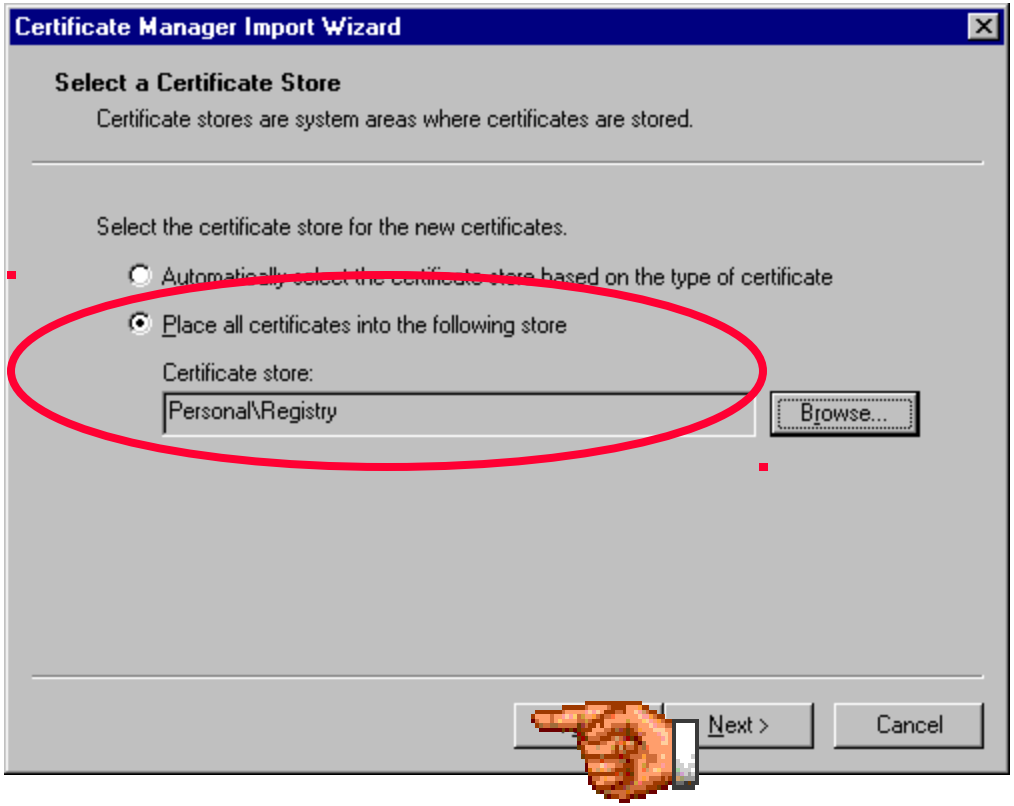
Load Certificates Into IE/Outlook (cont)

- **Select "Show Physical Stores"**

Load Certificates Into IE/Outlook (cont)

- **Select \Personal\Registry**
- **Click *OK***

Load Certificates Into IE/Outlook (cont)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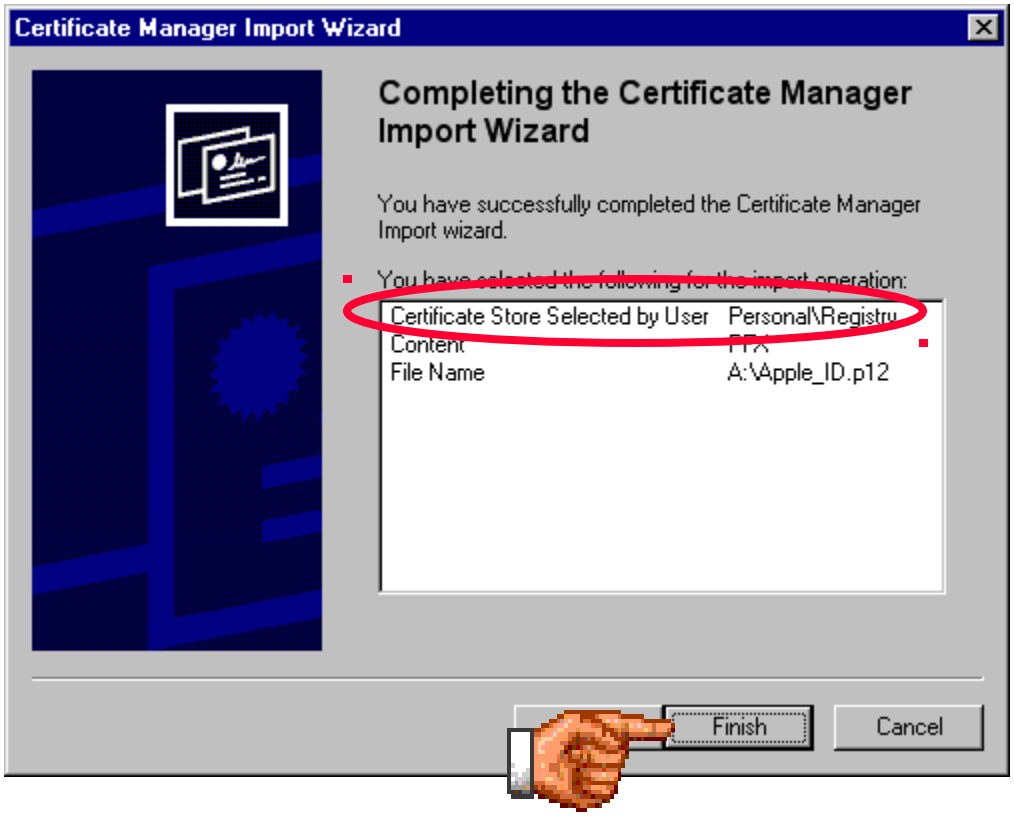
Select the certificate store for the new certificates.
Automatically select the certificate store based on the type of certificate
Place all certificates into the following store
Certificate store:
Personal\Registry
Browse...
Next >
Cancel

- **Ensure "\Personal\Registry" is selected**
- **Click *Next***

Load Certificates Into IE/Outlook (cont)

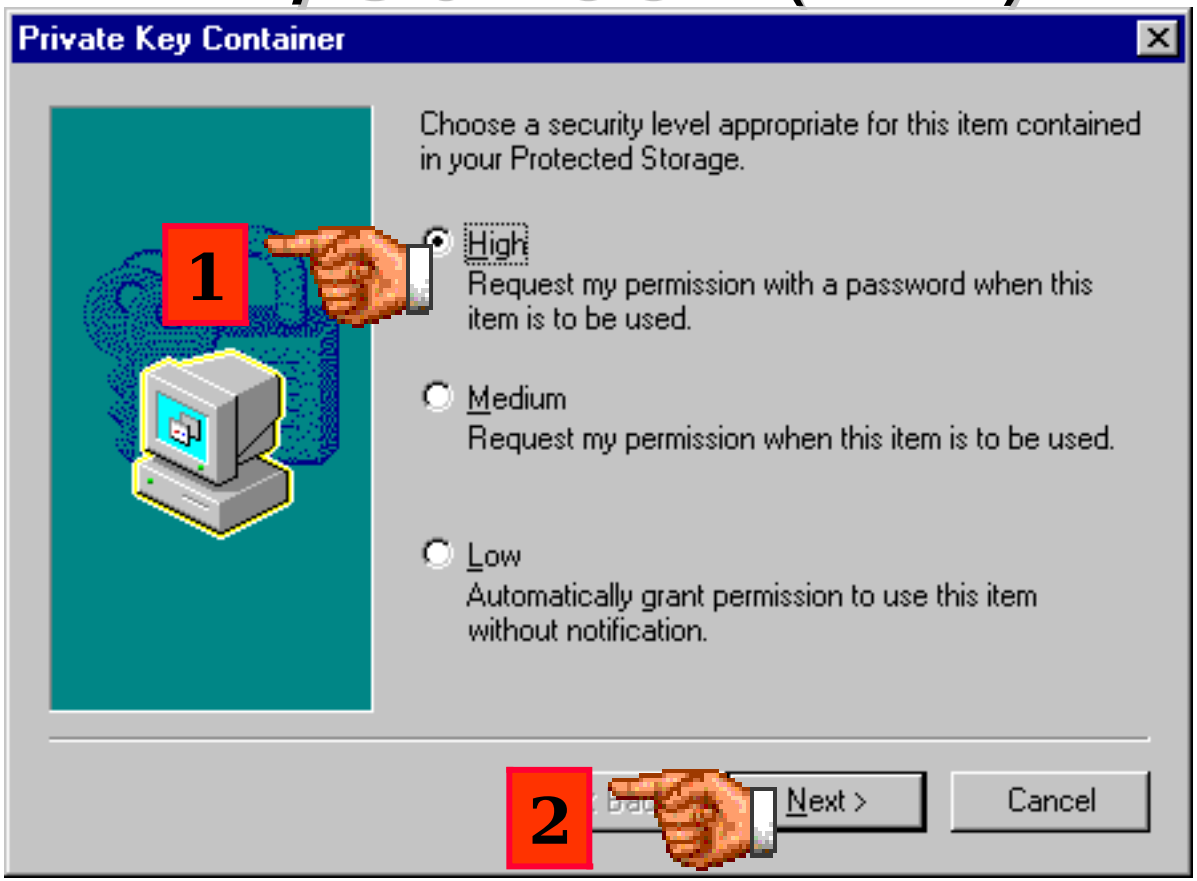


- **Click** *Finish*

Load Certificates Into IE/Outlook (cont)

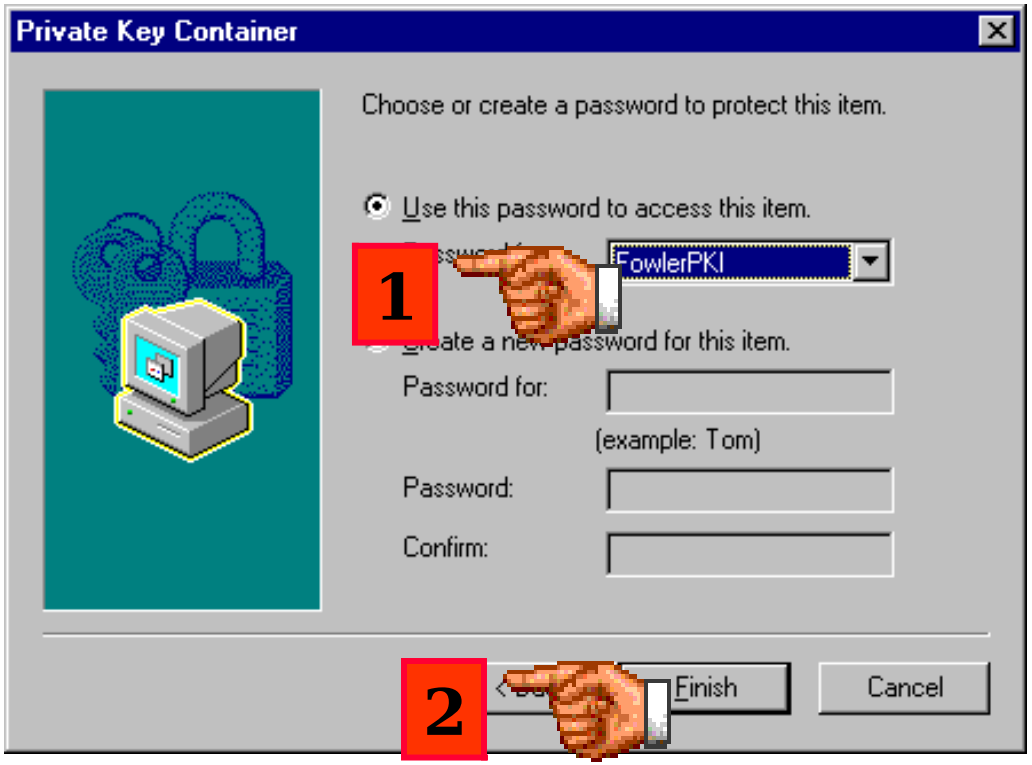
- **Click** *Set Security Level*

Load Certificates Into IE/Outlook (cont)


Private Key Container
Choose a security level appropriate for this item contained in your Protected Storage.
1
High
Request my permission with a password when this item is to be used.
Medium
Request my permission when this item is to be used.
Low
Automatically grant permission to use this item without notification.
2
Next >
Cancel

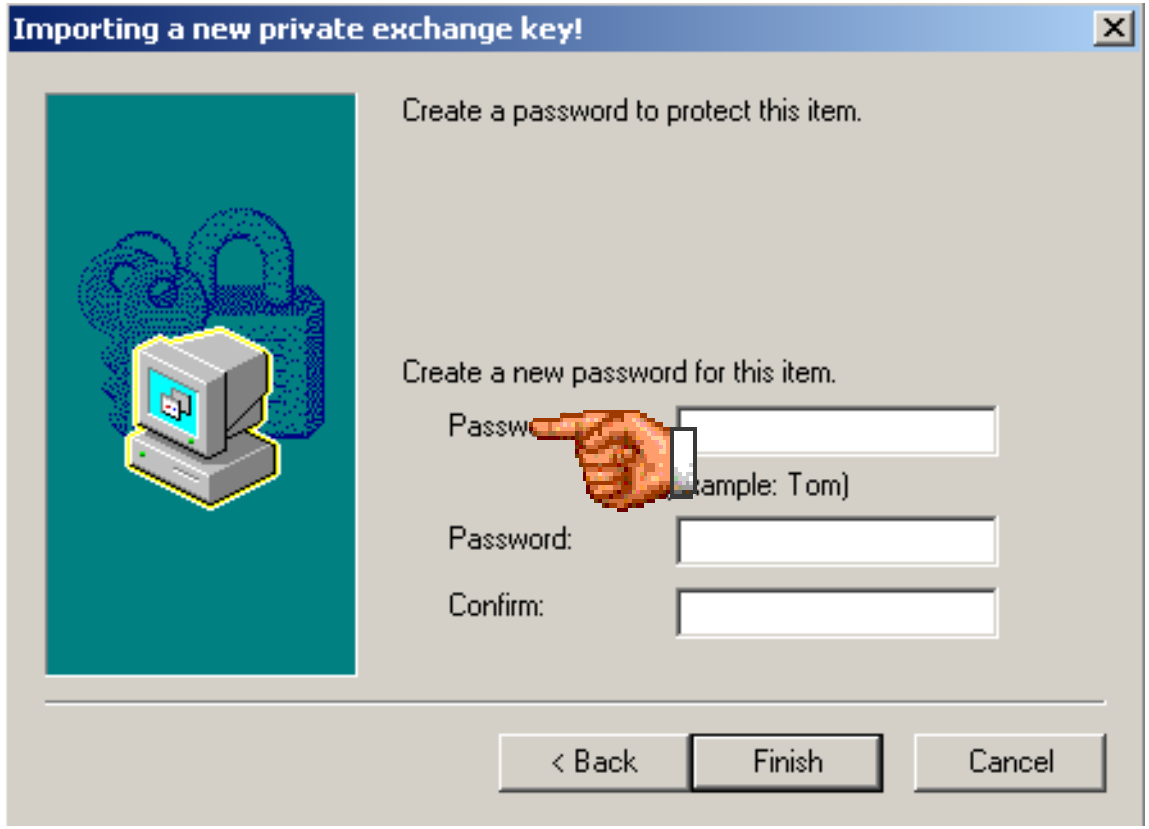
- **Set security level to *High***
- **Click *Next***

Load Certificates Into IE/Outlook (cont)



- **Select preferred name of Private Key Container**
- **Click *Finish***

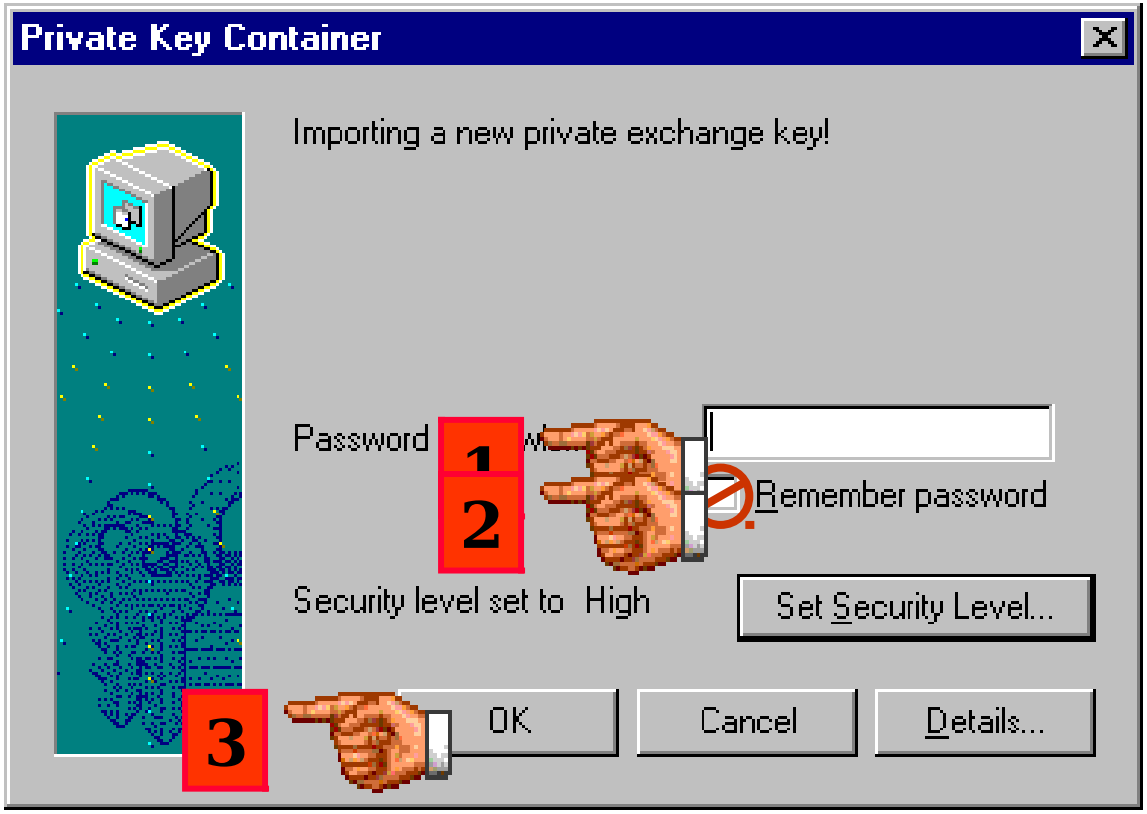
****MS 2000 Difference****



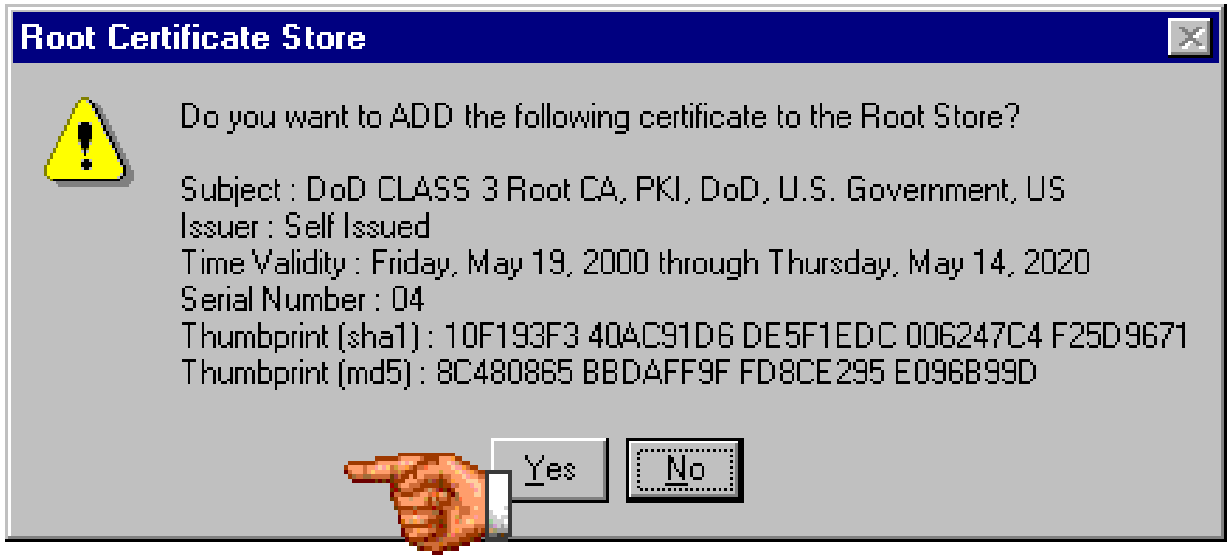
You must give the container the same name as
And re-enter the password, confirm, and click

Load Certificates Into IE/Outlook (cont)

- Enter password
- Do NOT check remember password
- Click *OK*



Load Certificates Into IE/Outlook (cont)


Root Certificate Store
Do you want to ADD the following certificate to the Root Store?
Subject : DoD CLASS 3 Root CA, PKI, DoD, U.S. Government, US
Issuer : Self Issued
Time Validity : Friday, May 19, 2000 through Thursday, May 14, 2020
Serial Number : 04
Thumbprint (sha1) : 10F193F3 40AC91D6 DE5F1EDC 006247C4 F25D9671
Thumbprint (md5) : 8C480865 BBDAFF9F FD8CE295 E096B99D
Yes
No

- **To accept the <u>DoD Class 3 Root</u>**
- **Click *<u>YES</u>***

Load Certificates Into IE/Outlook (cont)

- **Click** *OK*
  (This completes the Private Key load to MS Certificate Manager.)

Outlook 2000
Certificate Utilization

Lesson 3

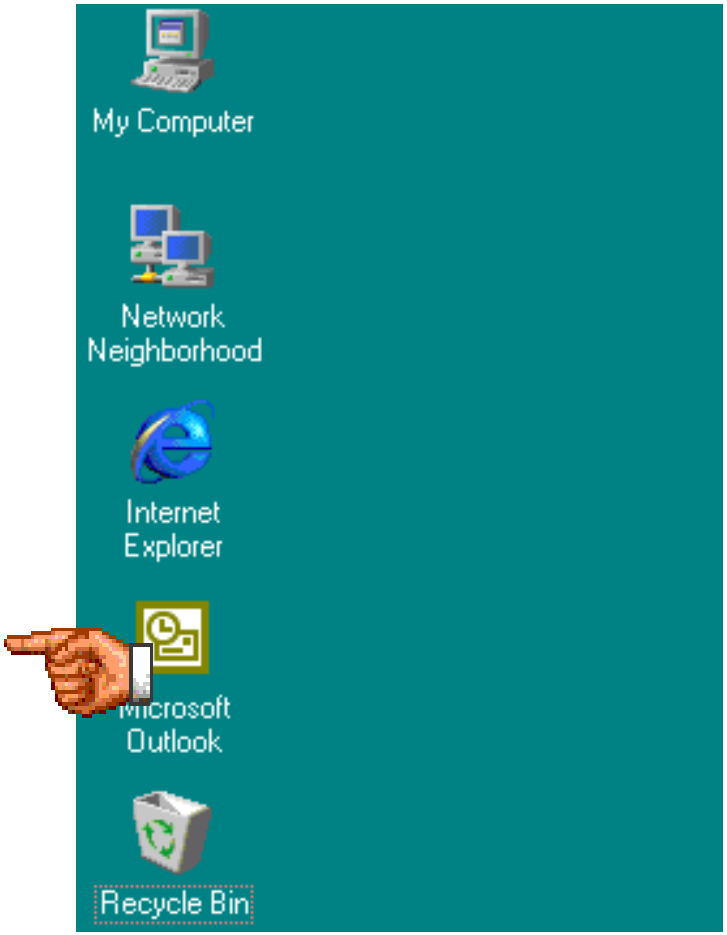
Configure Outlook
for Certificate Utilization

Configure Outlook

- **Load E-mail Certificates into Outlook**
- **Set Contacts as default Outlook address book**

Configure Outlook (cont)

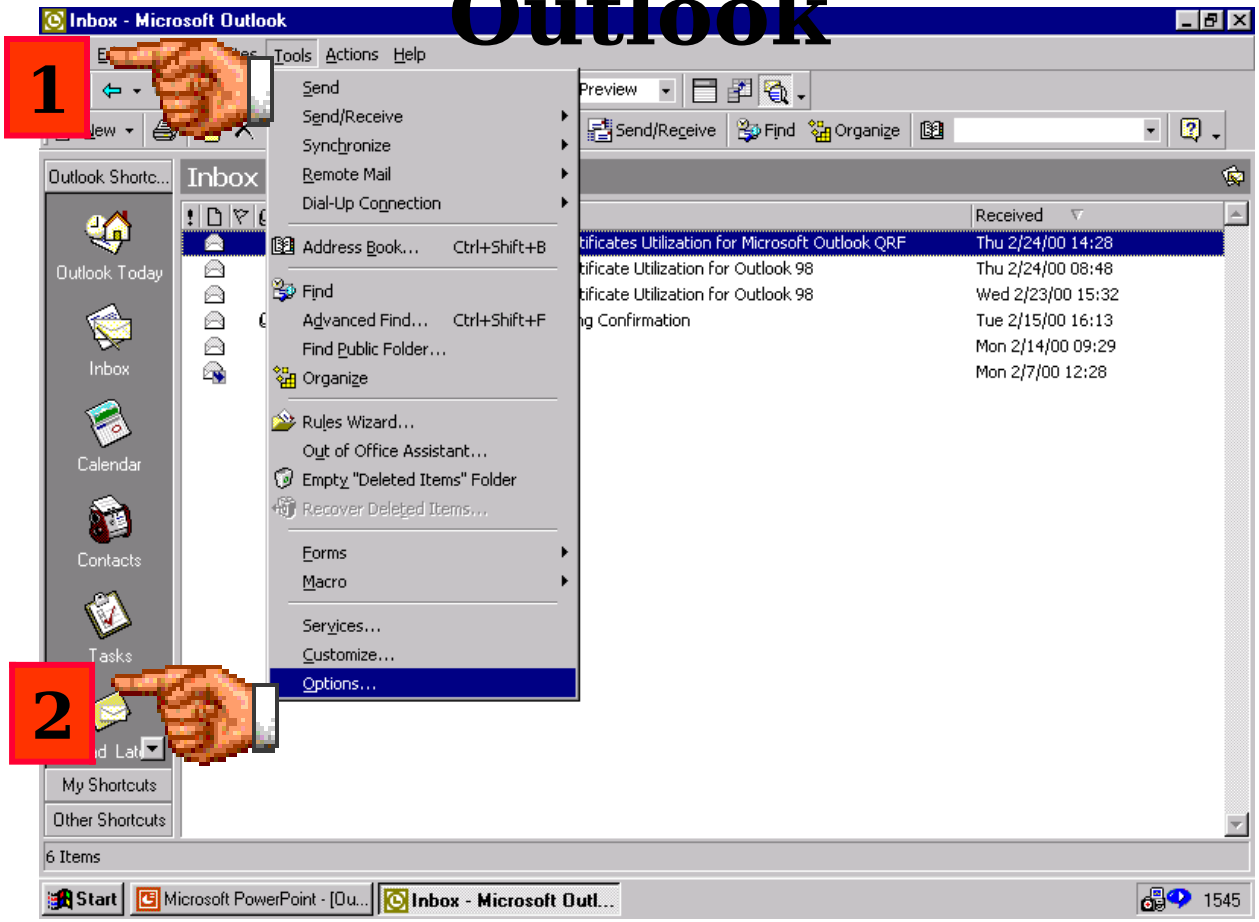
Load E-mail Certificate into Outlook



- **Open MS Outlook**

Configure Outlook (cont)

Load E-mail Certificate into Outlook



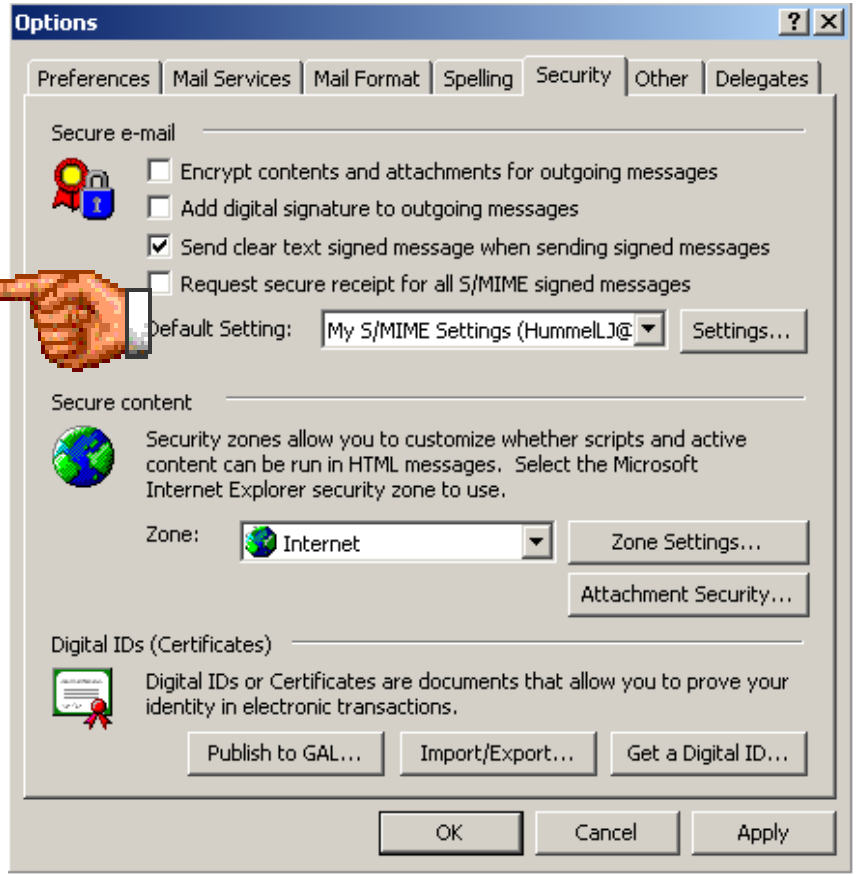
- **Select** *Tools*
- **Select** *Options*

Configure Outlook (cont)

Load E-mail Certificate into Outlook

- **Select *Security* tab**
- **Click *Settings***

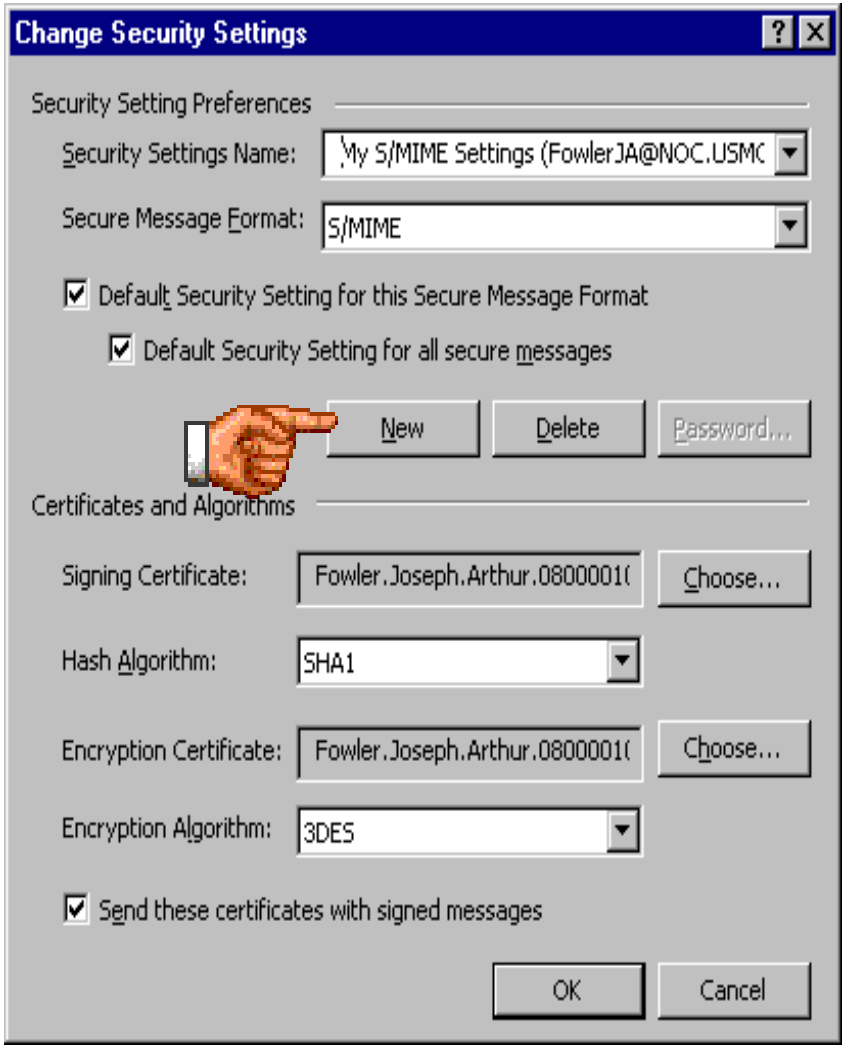
****MS 2000 Difference****



Note there is now a fourth option available to request a secure receipt, it is not necessary to select this

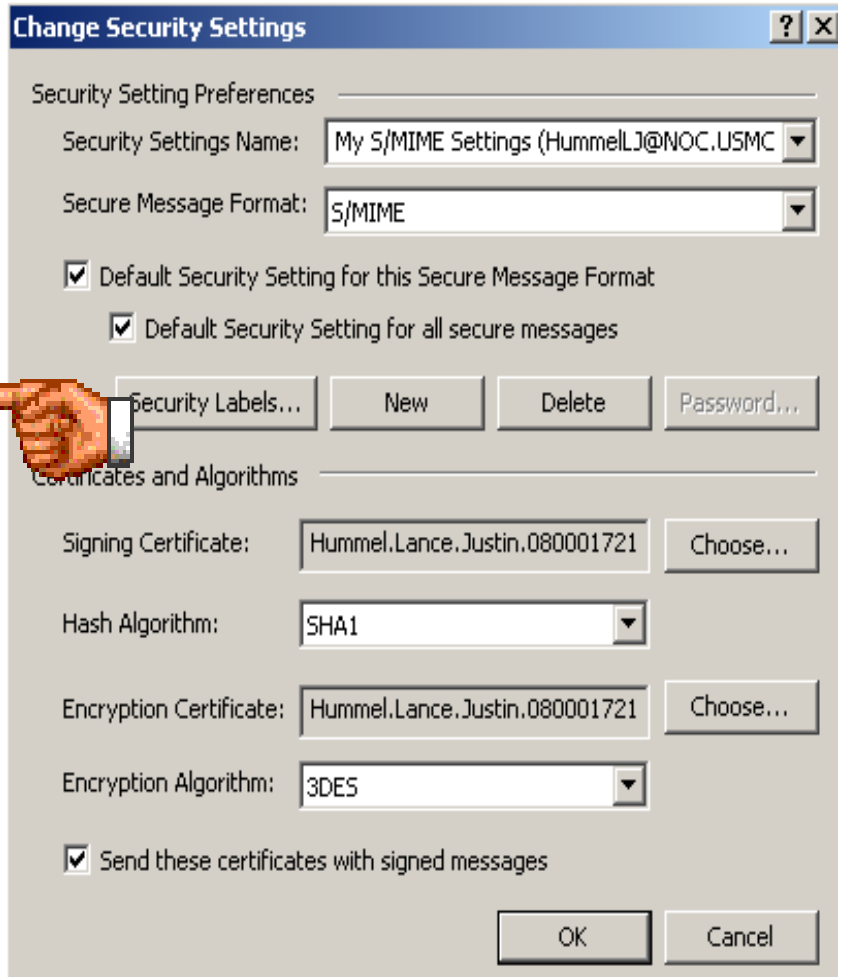
Configure Outlook (cont)

Load E-mail Certificate into Outlook



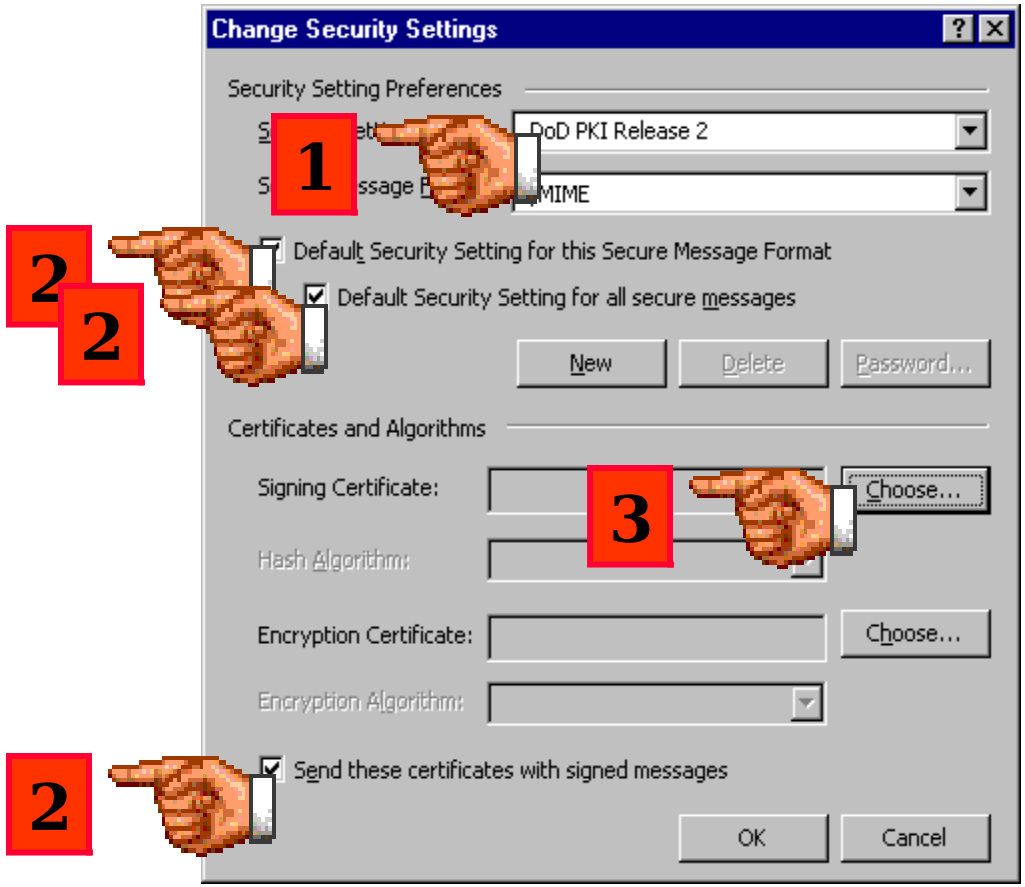
- **Click *New***

****MS 2000 Difference****



Note an additional option available, it is not a

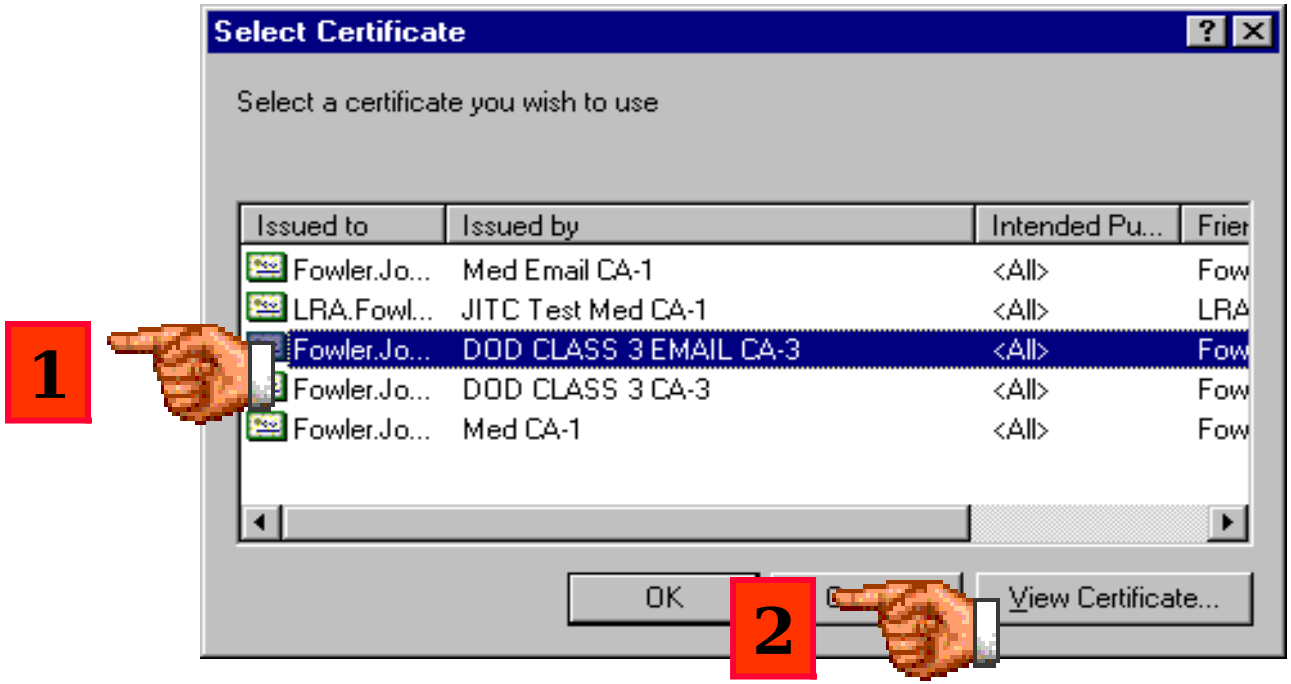
Configure Outlook (cont)
Load E-mail Certificate into Outlook



- **Enter desired Security Settings Name**
- **Make Default for Security Settings and for all secure messages**
- **Select *Choose* for appropriate Signing (E-Mail) Certificate**

Configure Outlook (cont)

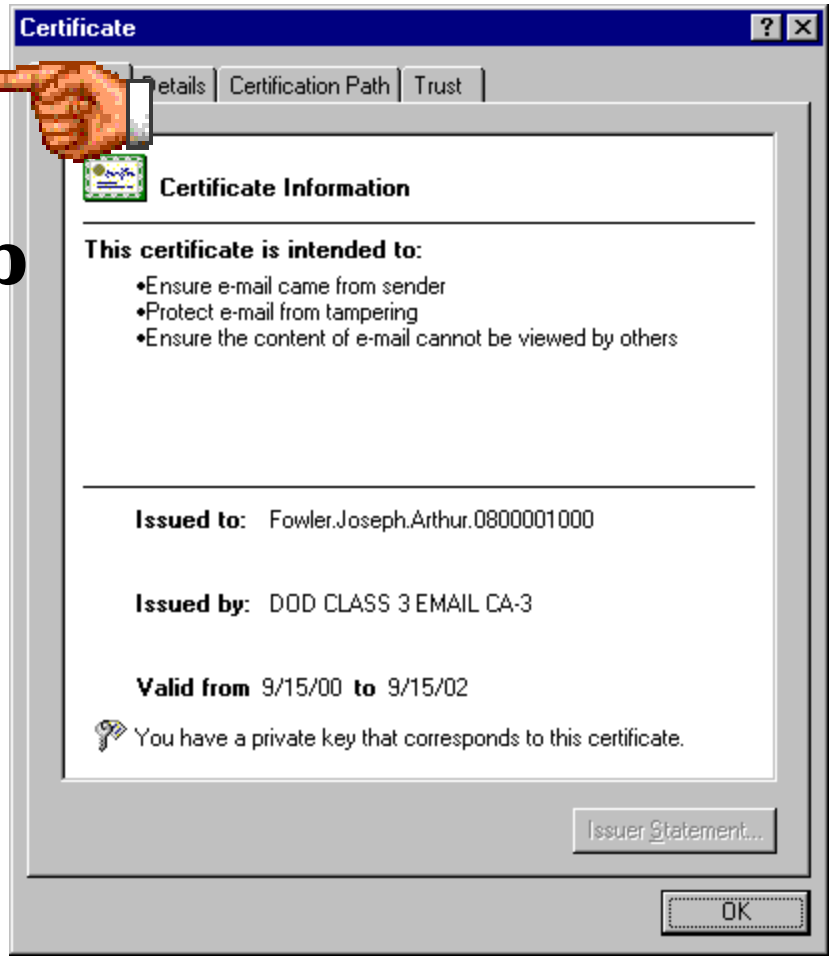
Load E-mail Certificate into Outlook



- **Select E-Mail Certificate**
- **Click** *View Certificate*

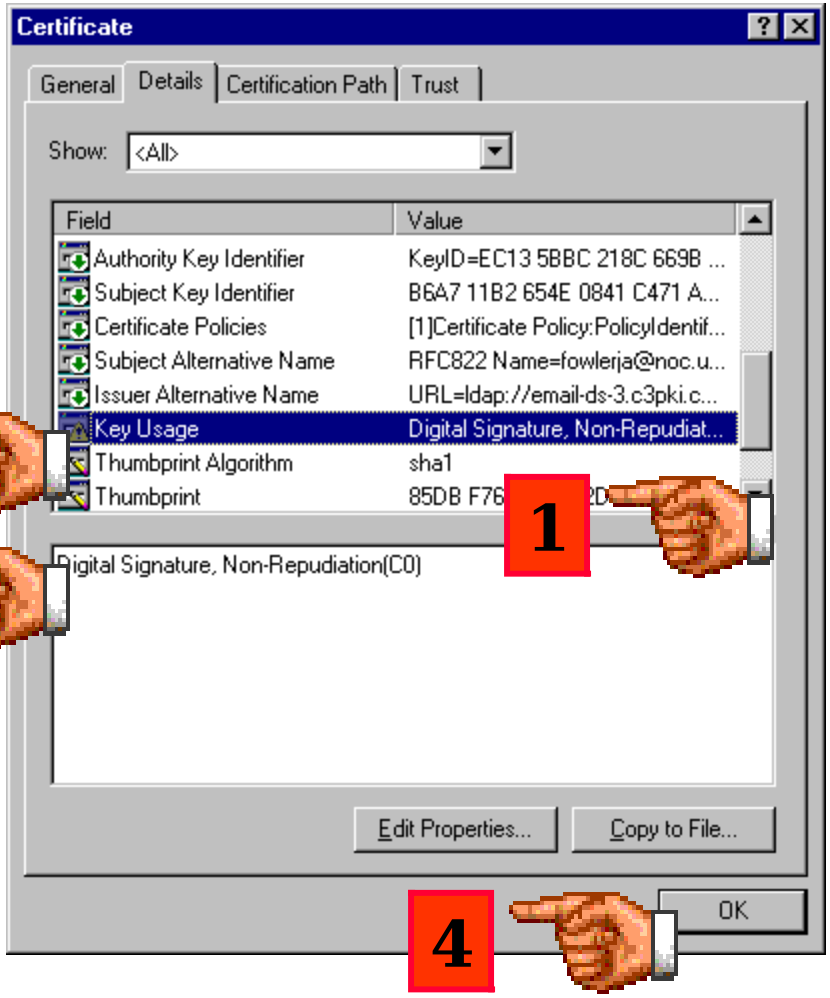
Configure Outlook (cont)
Load E-mail Certificate into Outlook

- **Select *Details* tab**



Configure Outlook (cont)

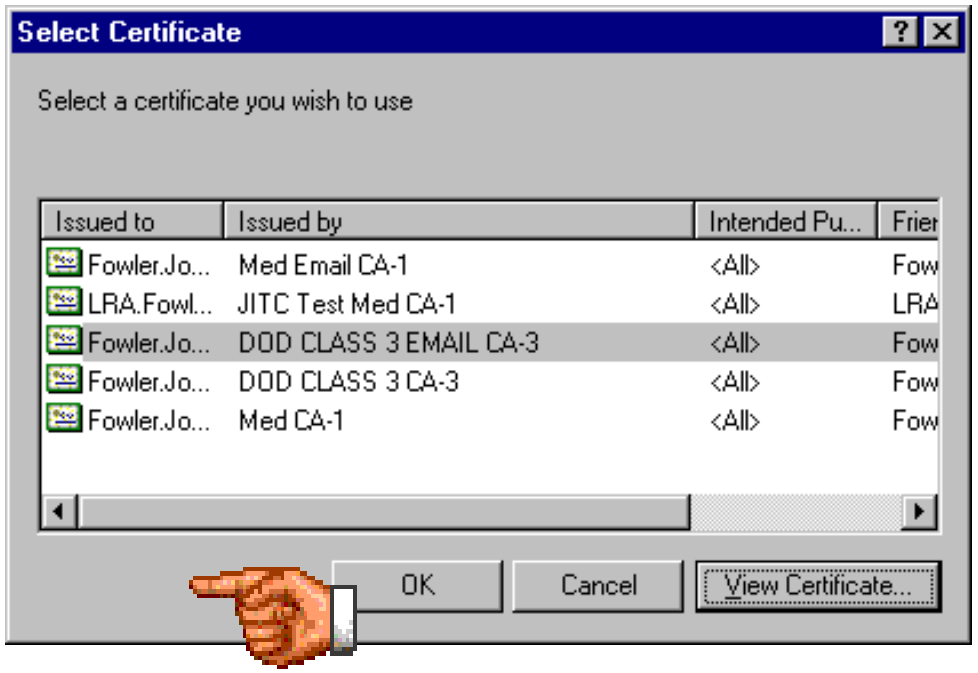
Load E-mail Certificate into Outlook



- **Scroll to Key Usage and highlight**
- **Verify function as <u>Digital Signature</u>**
- **Click *<u>OK</u>***

Configure Outlook (cont)

Load E-mail Certificate into Outlook



- **Click *OK***

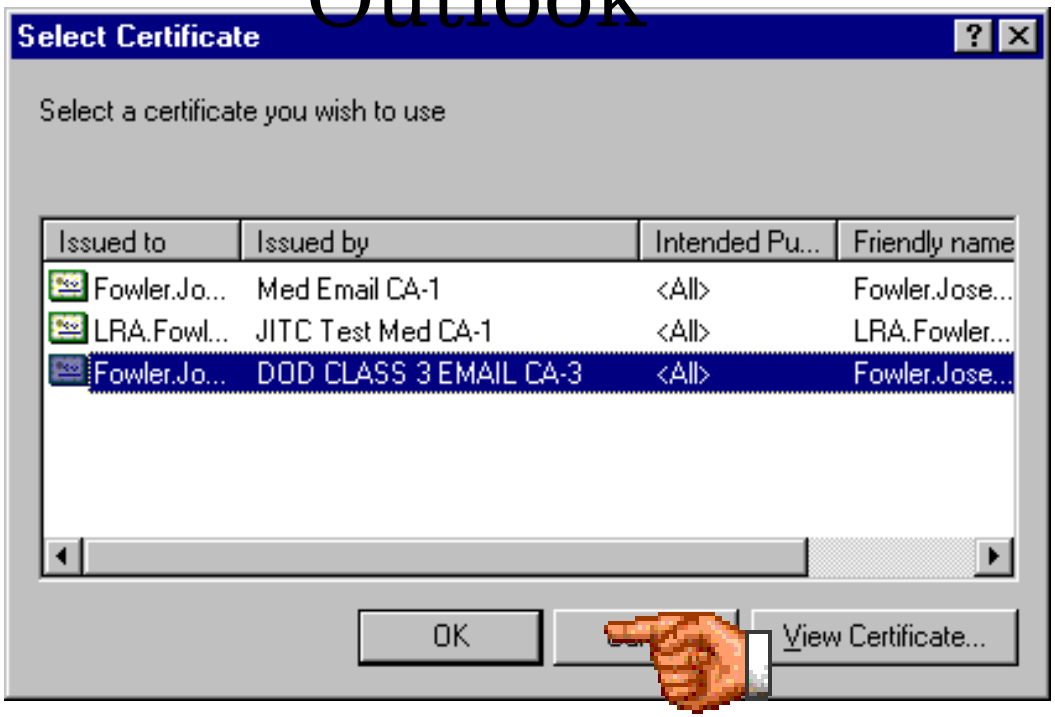
Configure Outlook (cont)

Load E-mail Certificate into Outlook

- **Click *Choose* for Encryption Certificate**

Configure Outlook (cont)

Load E-mail Certificate into Outlook

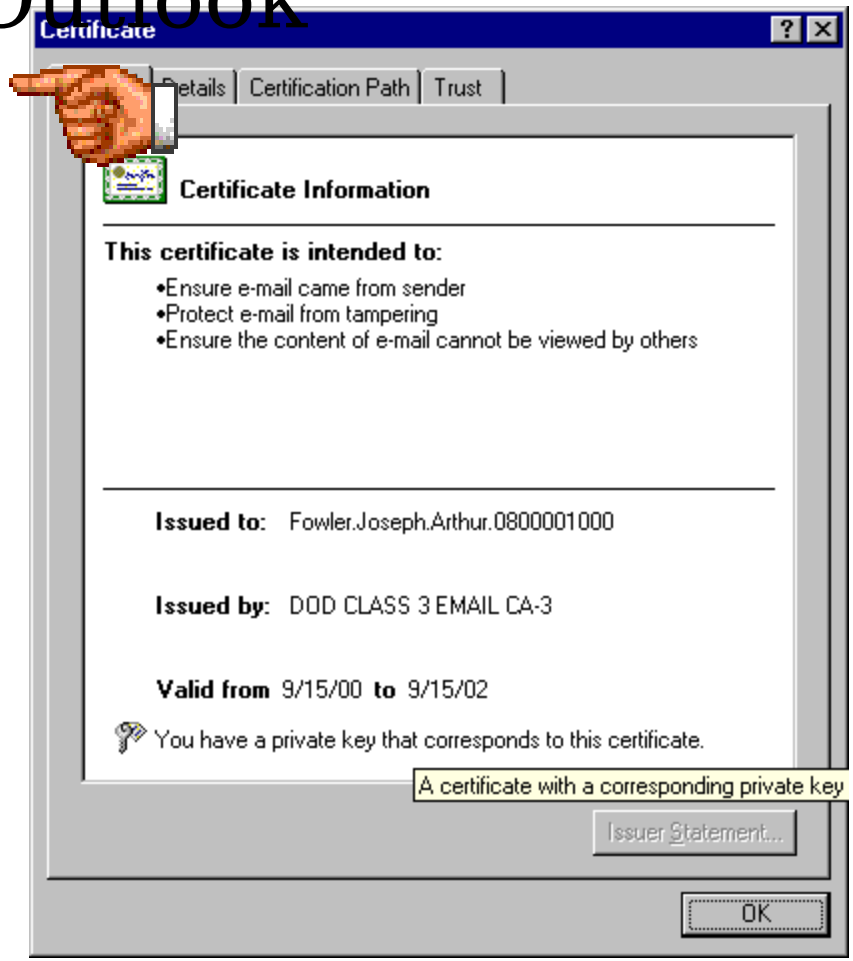


- **Click** *View Certificate*

Configure Outlook (cont)

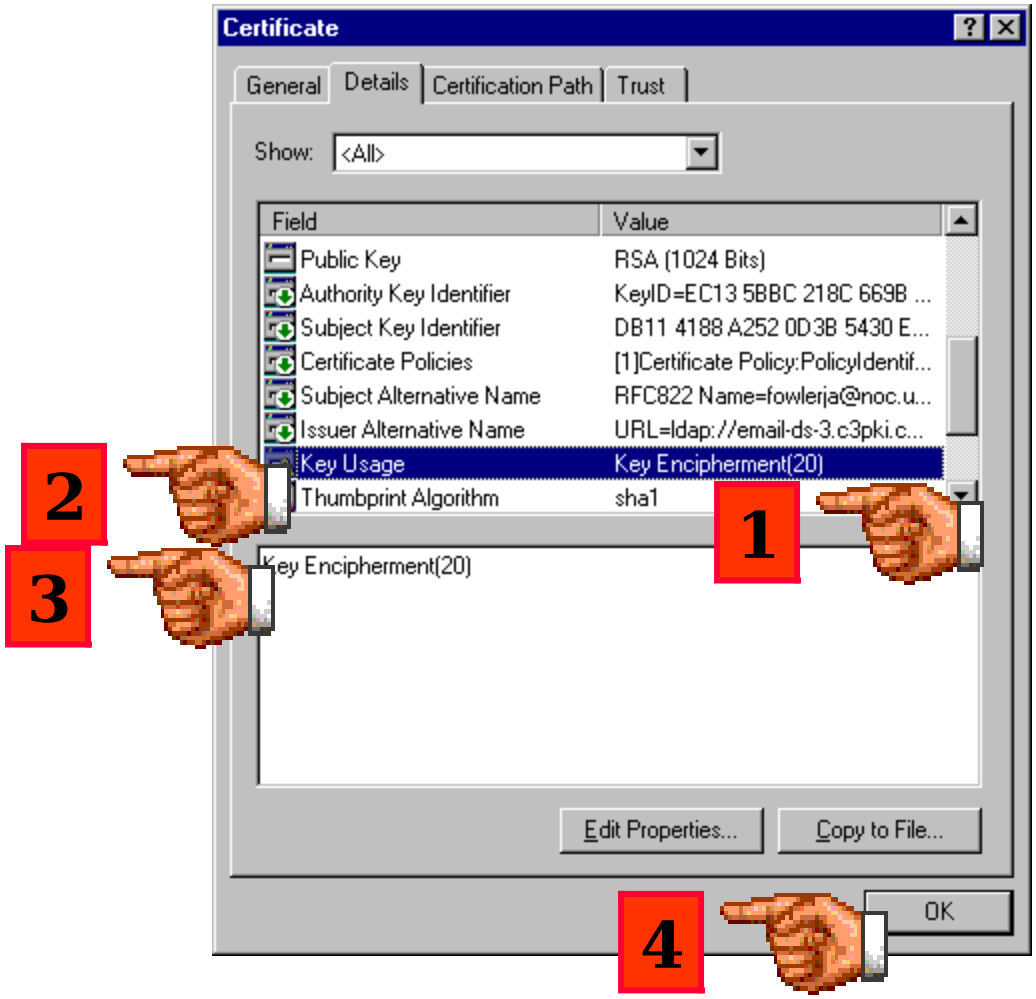
Load E-mail Certificate into Outlook

- **Click *Details* tab**


Certificate
Details
Certification Path
Trust
Certificate Information
This certificate is intended to:
•Ensure e-mail came from sender
•Protect e-mail from tampering
•Ensure the content of e-mail cannot be viewed by others
Issued to: Fowler.Joseph.Arthur.0800001000
Issued by: DOD CLASS 3 EMAIL CA-3
Valid from 9/15/00 to 9/15/02
You have a private key that corresponds to this certificate.
A certificate with a corresponding private key
Issuer Statement...
OK

Configure Outlook (cont)

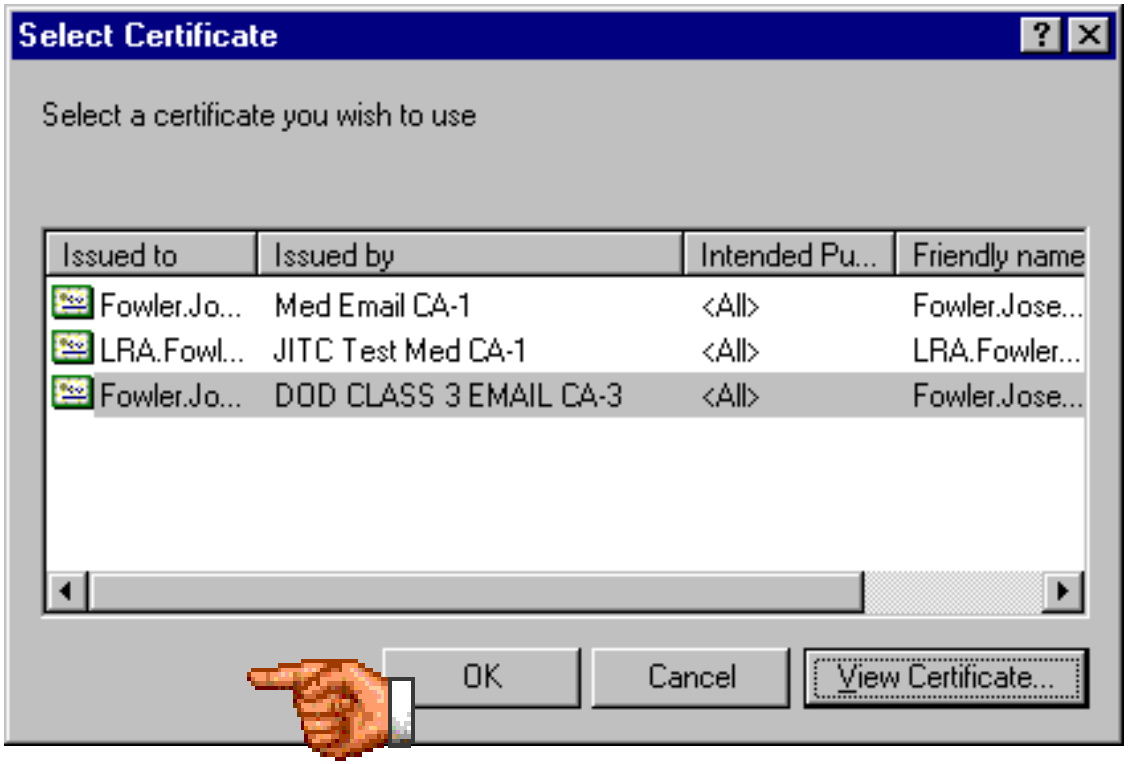
Load E-mail Certificate into Outlook



- **Scroll to Key Usage and highlight**
- **Verify <u>Key Encipherment</u>**
- **Click <u>*OK*</u>**

Configure Outlook (cont)

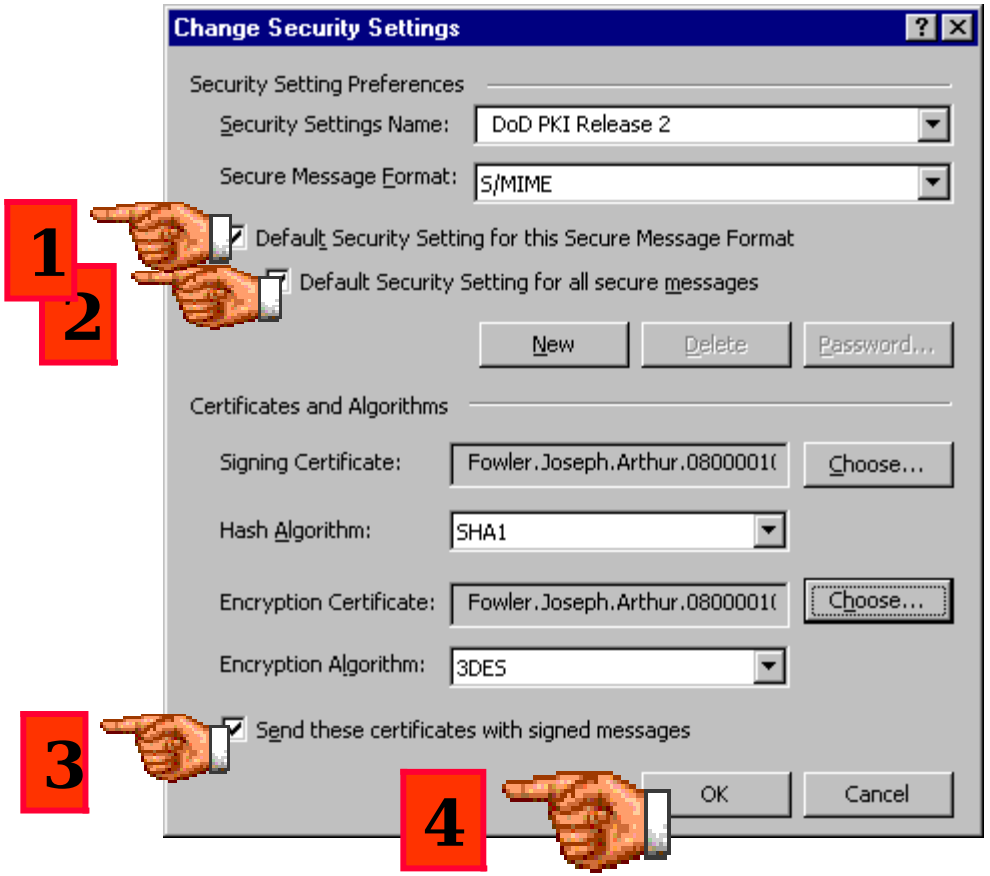
Load E-mail Certificate into Outlook



- **Click** *OK*

Configure Outlook (cont)

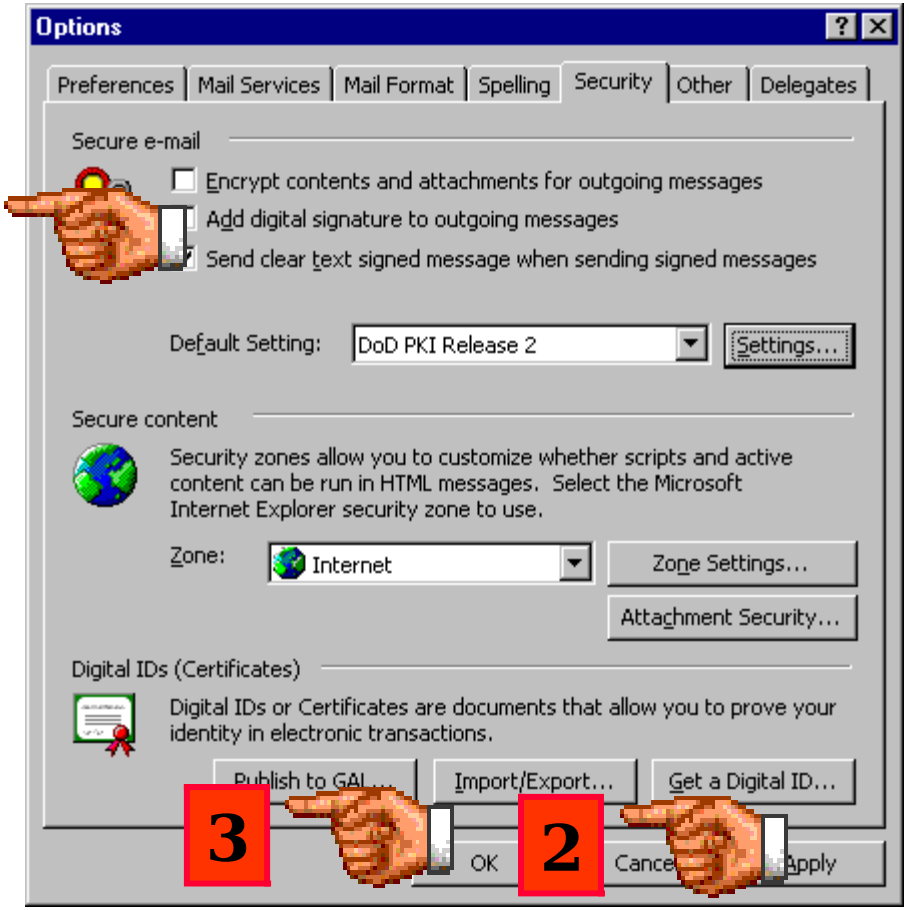
Load E-mail Certificate into Outlook



- **Verify <u>Security Setting</u> Preferences**
  - ✓ **Default Security Setting for this Secure Message Format**
  - ✓ **Default Security Setting for all secure messages**
  - ✓ **Send these certificates with signed messages**
- **Click *<u>OK</u>***

Configure Outlook (cont)

Load E-mail Certificate into Outlook

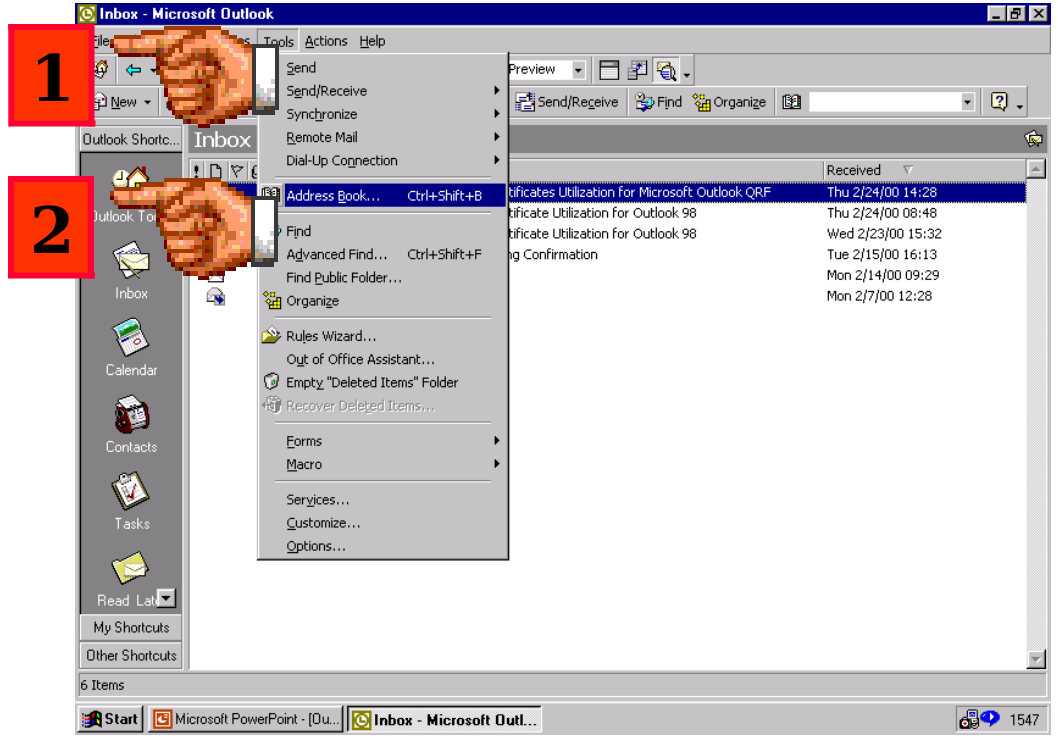


- **Select <u>Send Clear Text message</u> when sending signed messages**
- **Select *<u>Apply</u>***
- **Select *<u>OK</u>***

Configure Outlook **(cont)**

Set Contacts as Default Address Book

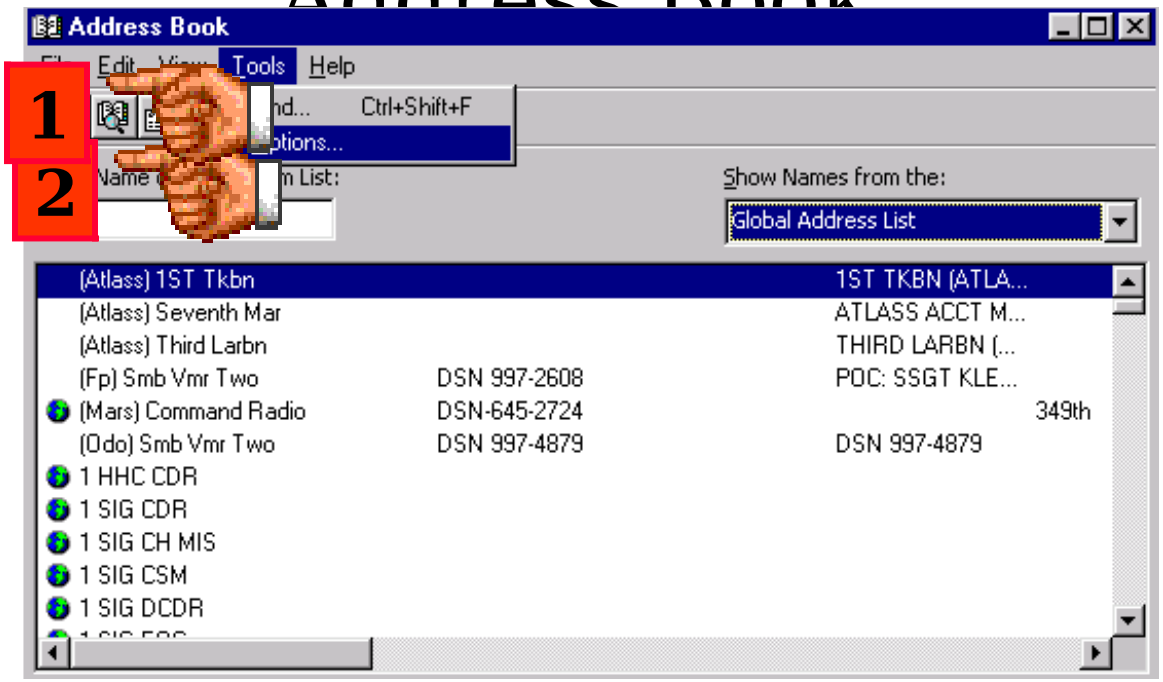
- **Select** *Tools*
- **Select** *Address Book*



Note: To send & receive DoD PKI messages, Contacts must be set as the first location referenced in the address book.

Configure Outlook (cont)

Set Contacts as Default Address Book



- **Select** *Tools*
- **Select** *Options*

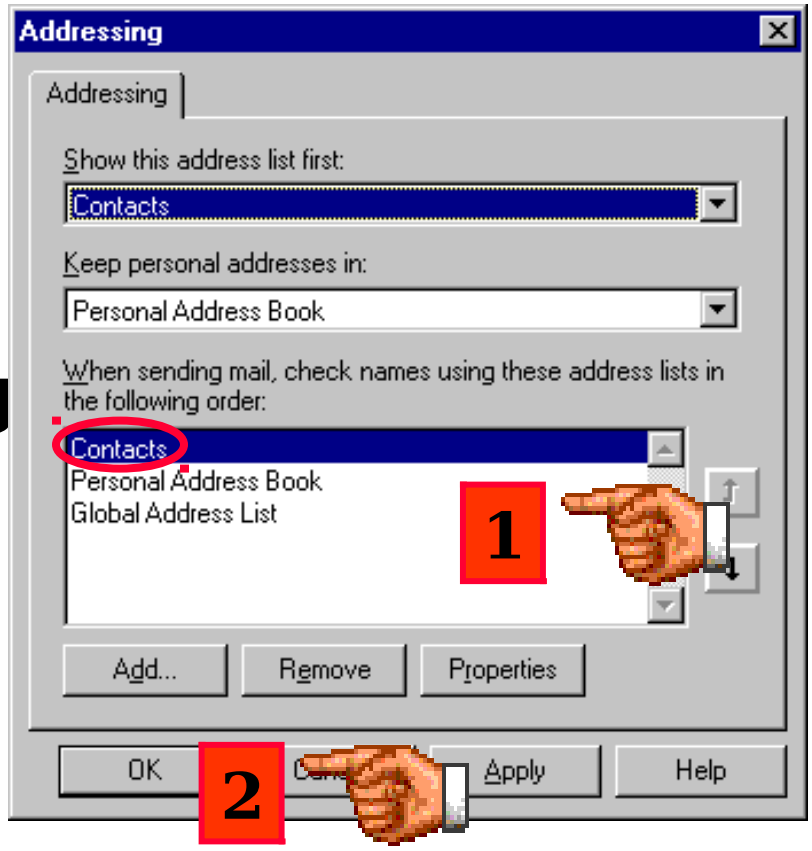
Configure Outlook (cont)

Set Contacts as Default Address Book

- **Select *Contacts* in "Show this address list first" field**

Configure Outlook (cont)
Set Contacts as Default Address Book

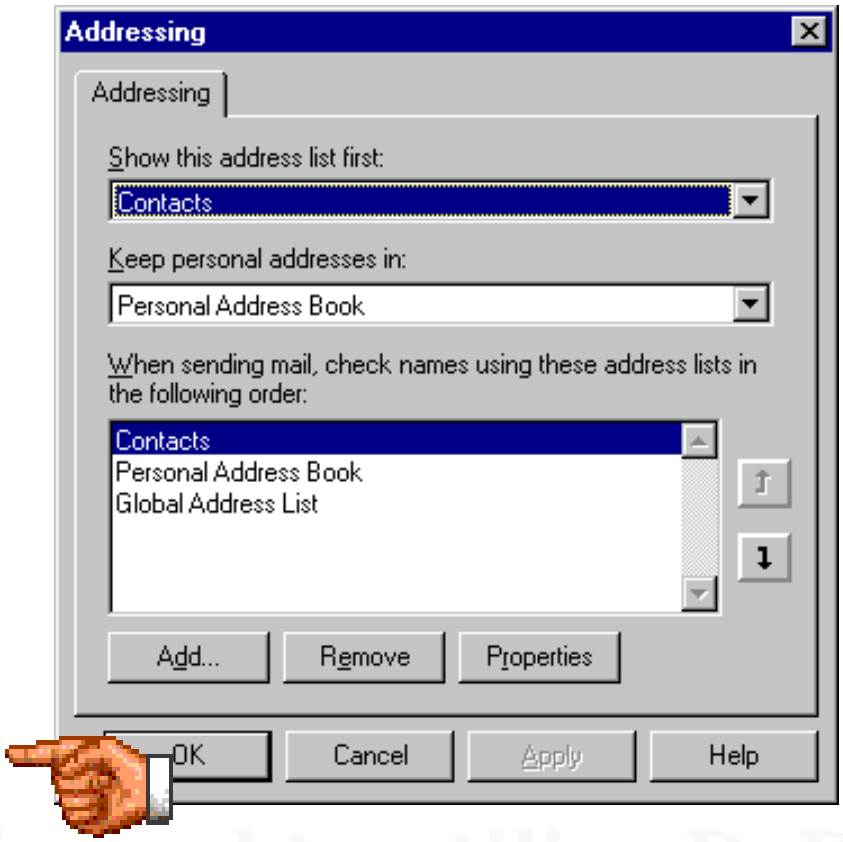
- **Use arrows to send Contacts to top of list in "When sending mail…" field**
- **Click** *Apply*



Configure Outlook (cont)

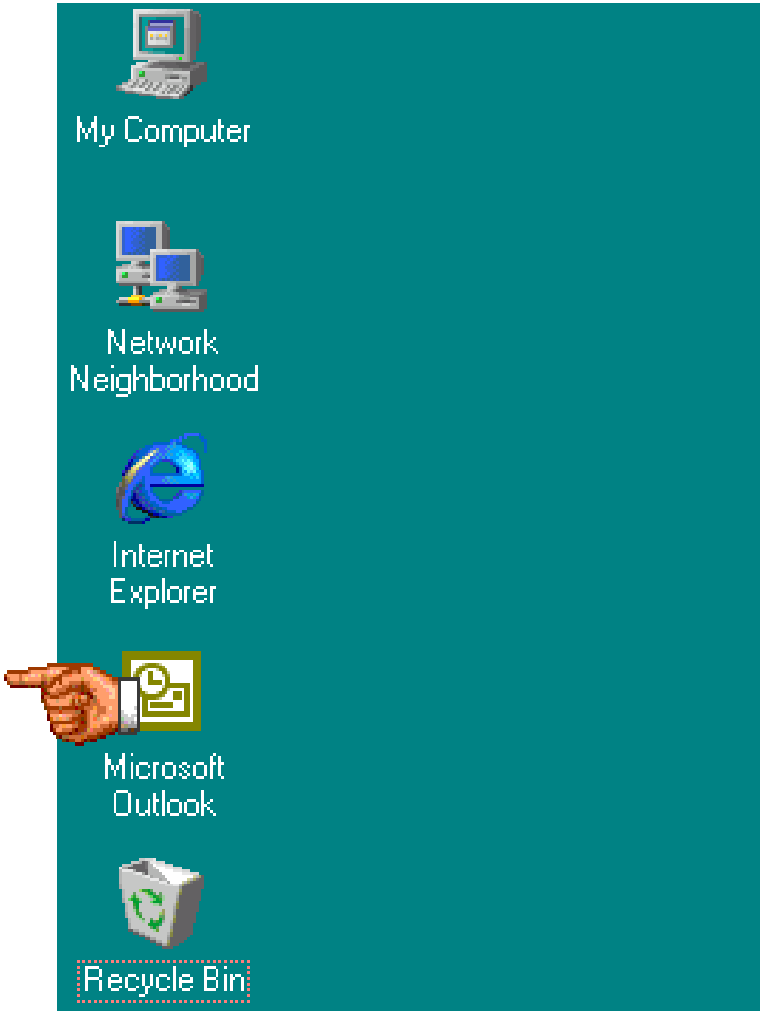
Set Contacts as Default Address Book

- **Click** *OK*



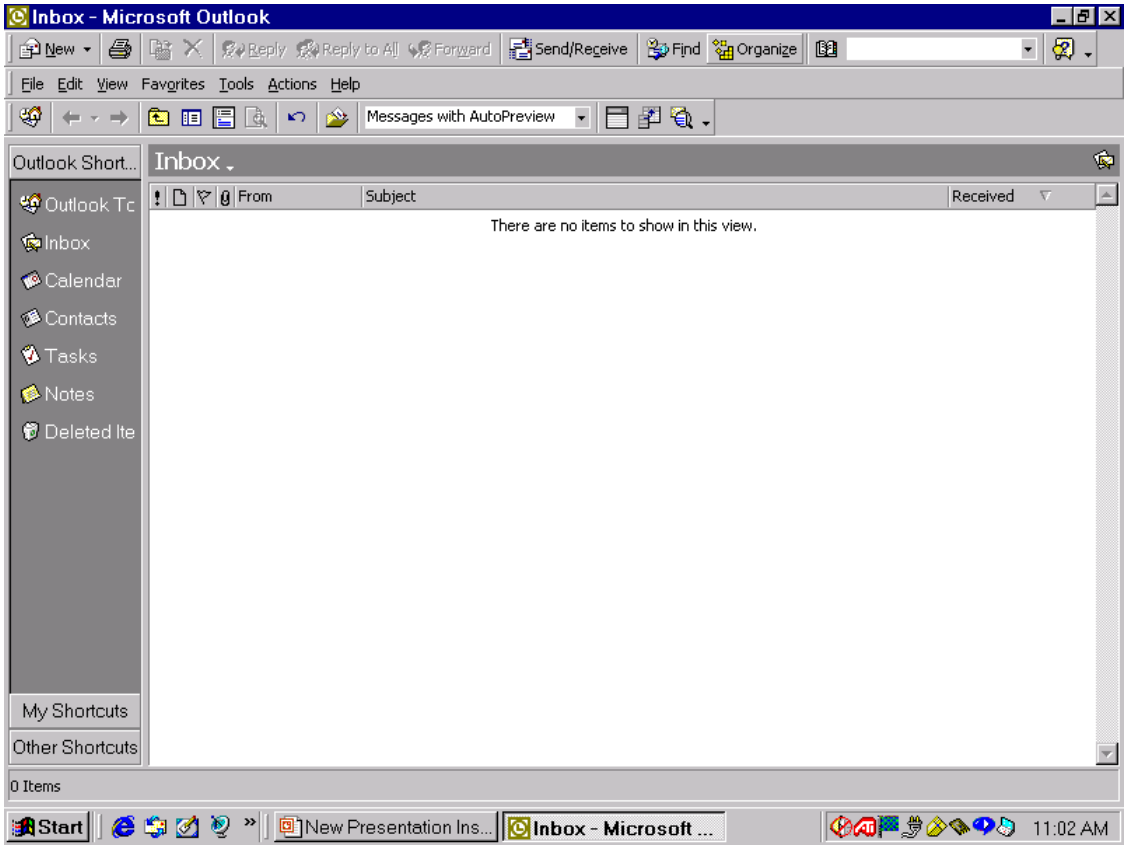
Outlook is configured to utilize DoD PKI Ce

Configure Outlook Toolbar



Configure Outlook Toolbar

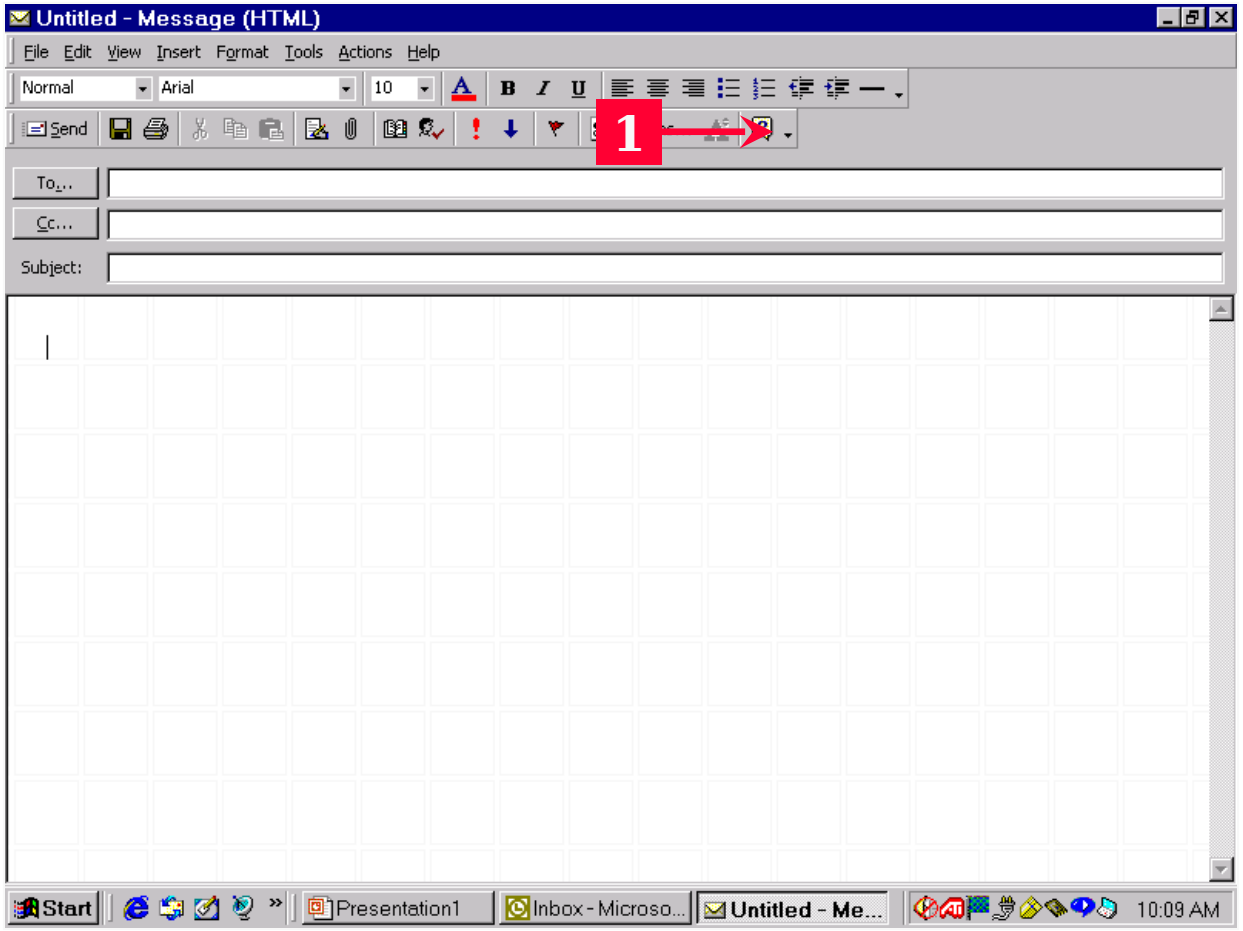
- Click *New* message



For Official Use

Configure Outlook Toolbar

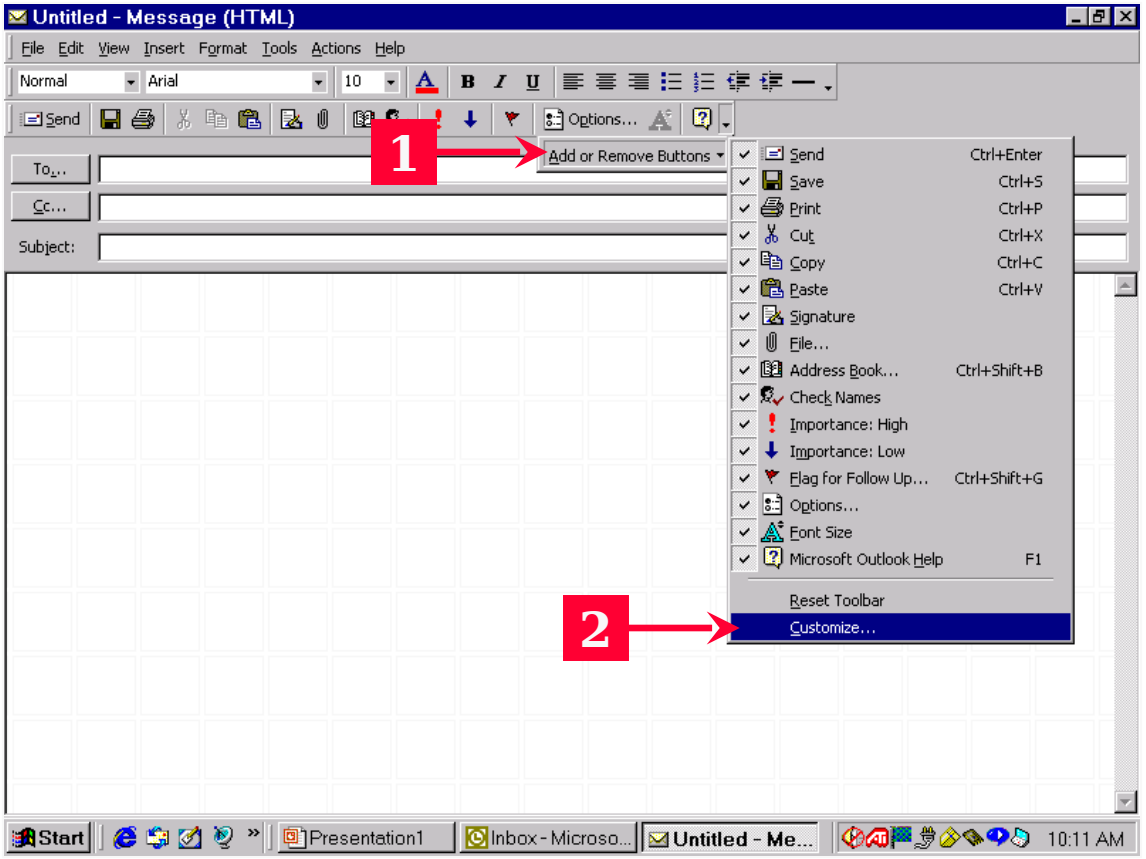
- Click the *down arrow* on the tool bar



For Official Use Only

Configure Outlook Toolbar

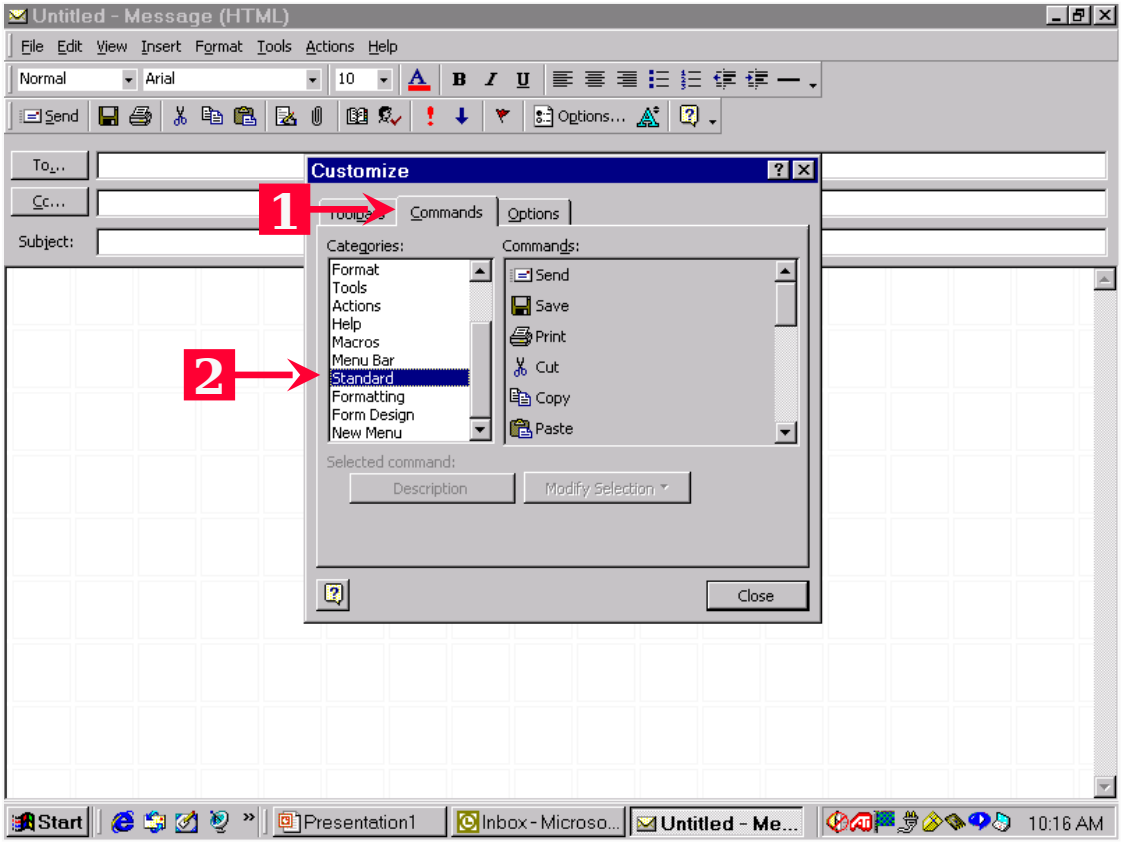
- Choose *Add or Remove Buttons*
- Click Customize



For Official Use Only

Configure Outlook Toolbar

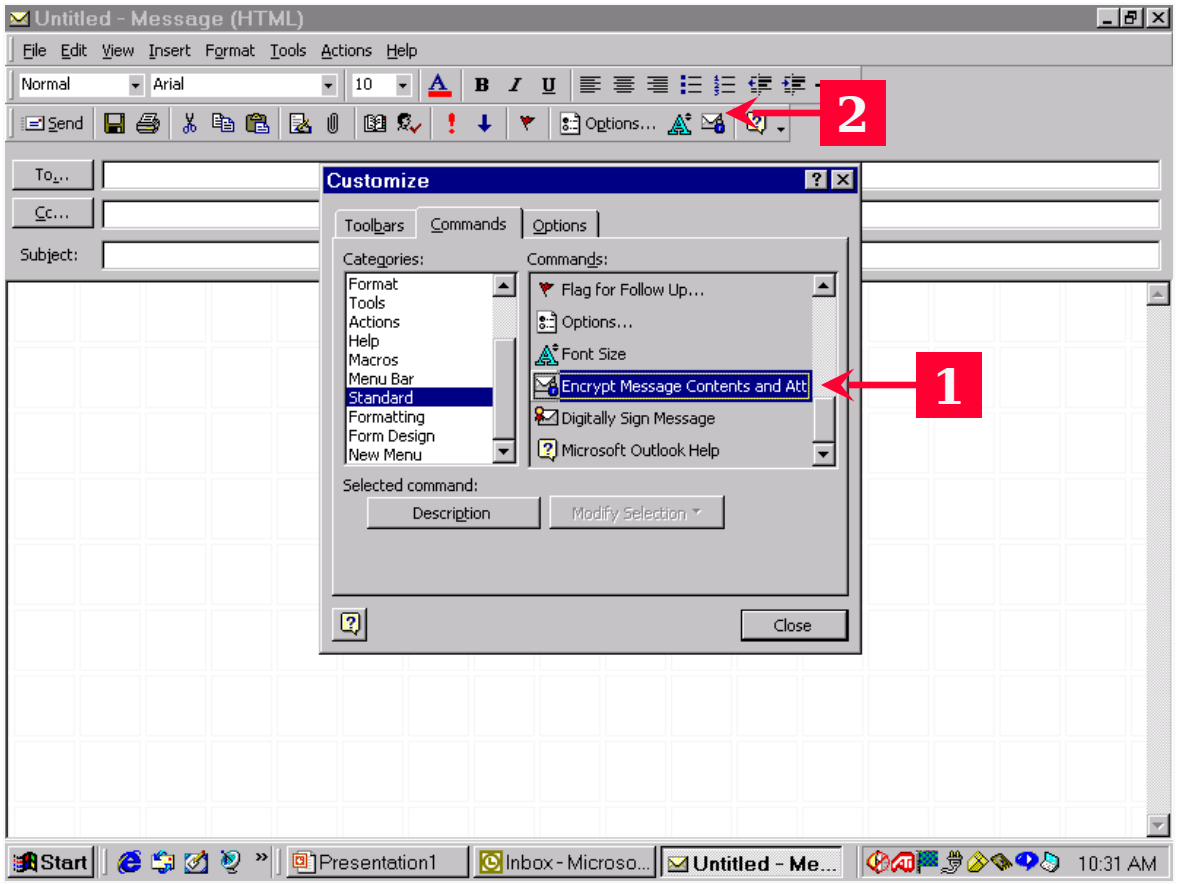
- Select *Commands* tab
- Scroll down in the left column
- Click *Standard*



For Official Use Only

Configure Outlook Toolbar

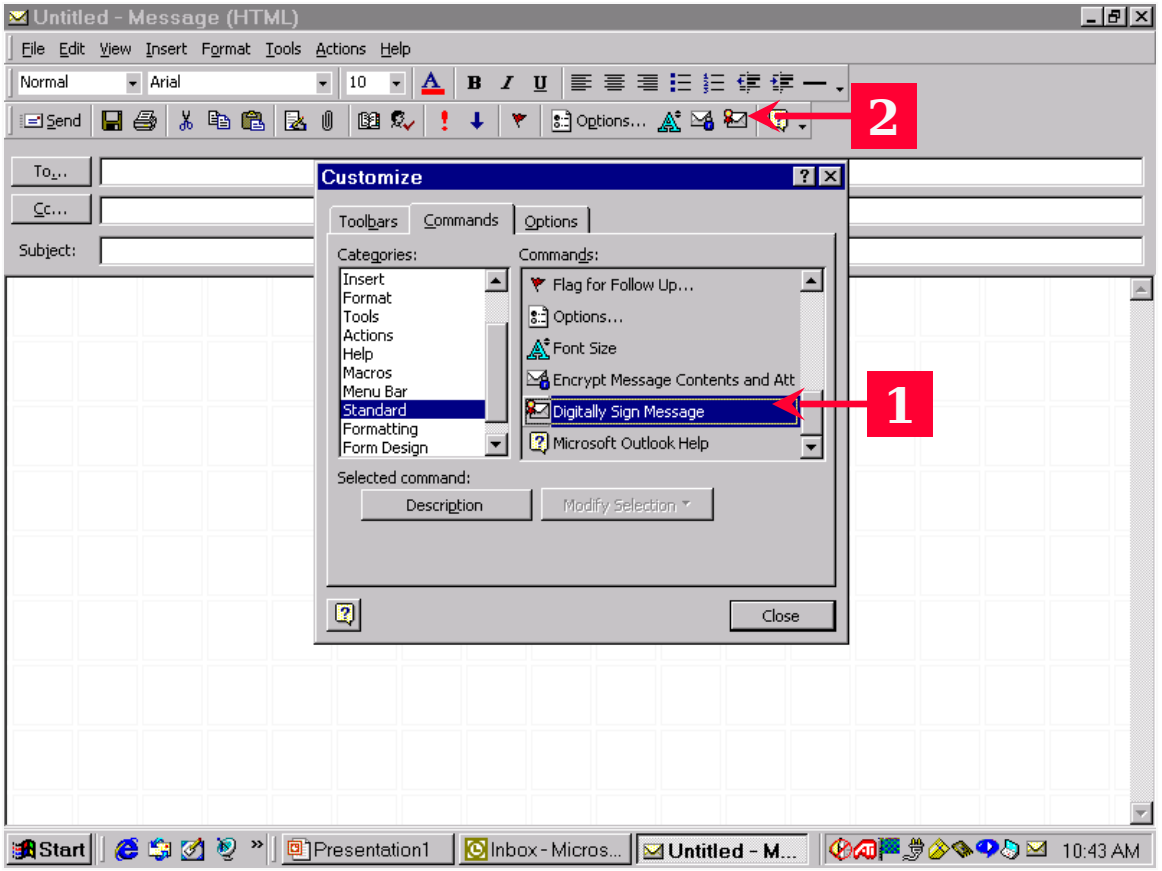
- Scroll down in the right column
- Select the *Encrypt Message* icon
- Click and Drag the icon into the Outlook Toolbar



For Official Use Only

Configure Outlook Toolbar

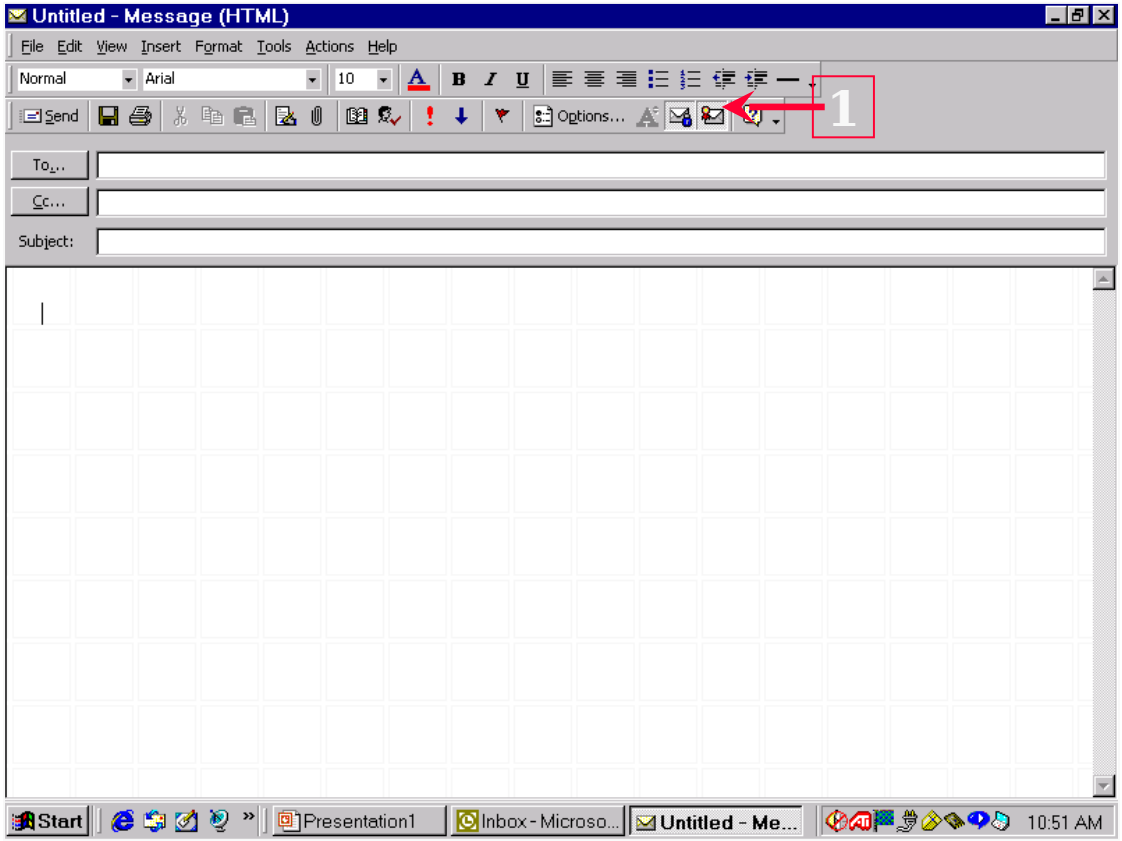
- Scroll down in the right column
- Select *Digitally Sign Message*
- Click and Drag the icon into the Outlook Toolbar



For Official Use Only

Configure Outlook Toolbar

- To send a message Encrypted or Digitally Signed
- Select one or both icons



Outlook is configured to utilize DoD PKI Certificates.
For Official Use Only

Outlook 2000 Certificate Utilization

Lesson 4

Create MS Outlook Contacts and Add PKI Certificates to Contacts

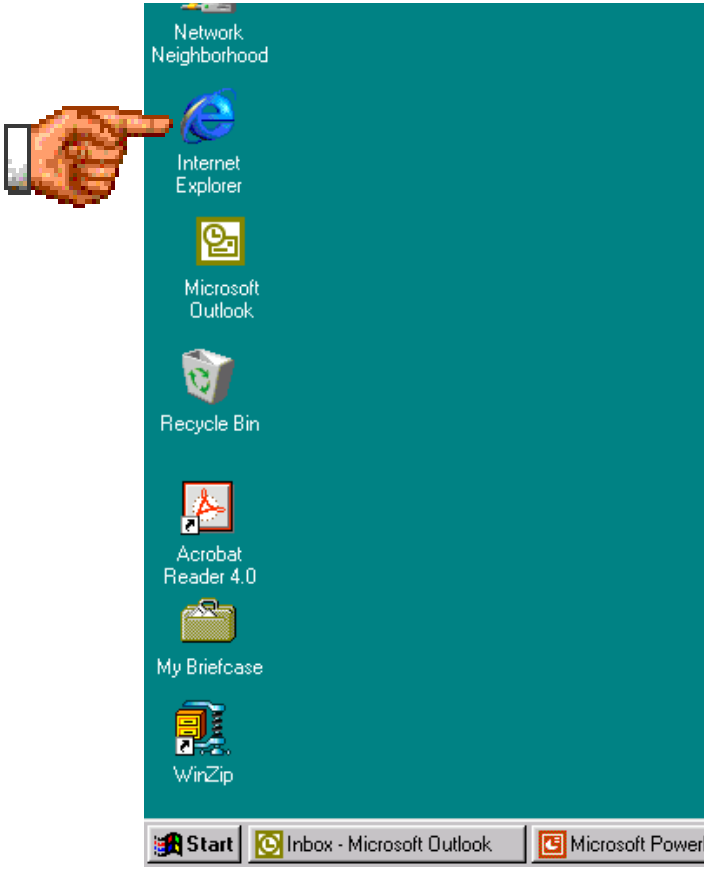
Create Contacts and Add PKI Certificates to Contacts

Methods to Create MS Outlook Contacts and Import DoD Certificates

- **Download and Import Certificate into Contacts**
  - **Download Certificate from Chambersburg**
  - **Import Certificate into Contacts**
- **Received Signed E-Mail**

Create Contacts & Add PKI Certs (cont)

Download Certificate

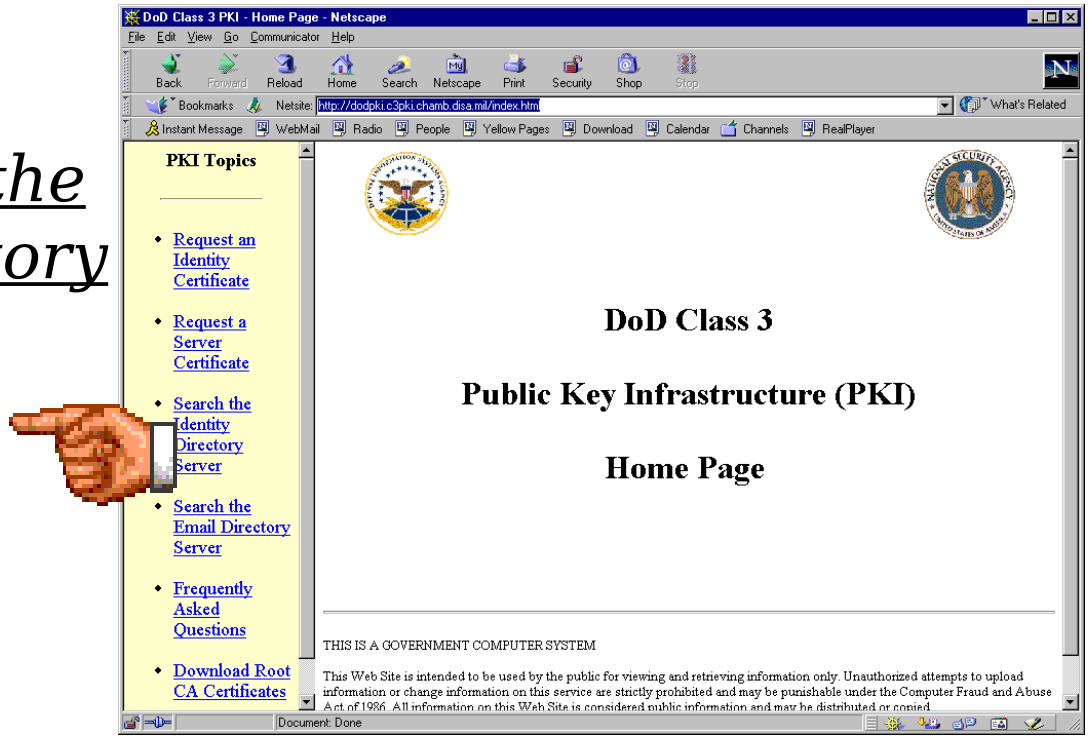


- **Double click on MS Internet Explorer**

Create Contacts & Add PKI Certs (cont)

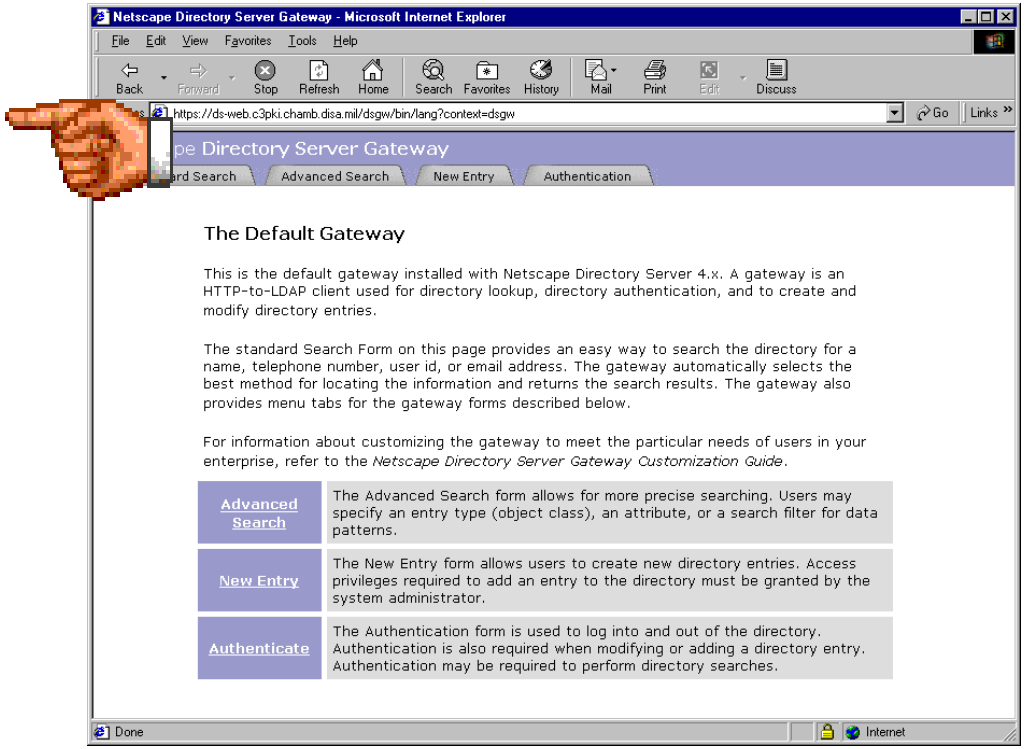
Download Certificate

- **Click** *Search the Identity Directory Server*


DoD Class 3 PKI - Home Page - Netscape
File Edit View Go Communicator Help
Back Forward Reload Home Search Netscape Print Security Shop Stop
Bookmarks Netsite: http://dodpki.c3pki.chamb.disa.mil/index.htm What's Related
Instant Message WebMail Radio People Yellow Pages Download Calendar Channels RealPlayer
PKI Topics
Request an Identity Certificate
Request a Server Certificate
Search the Identity Directory Server
Search the Email Directory Server
Frequently Asked Questions
Download Root CA Certificates
DoD Class 3
Public Key Infrastructure (PKI)
Home Page
THIS IS A GOVERNMENT COMPUTER SYSTEM
This Web Site is intended to be used by the public for viewing and retrieving information only. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse
Document: Done

Create Contacts & Add PKI Certs (cont)

Download Certificate

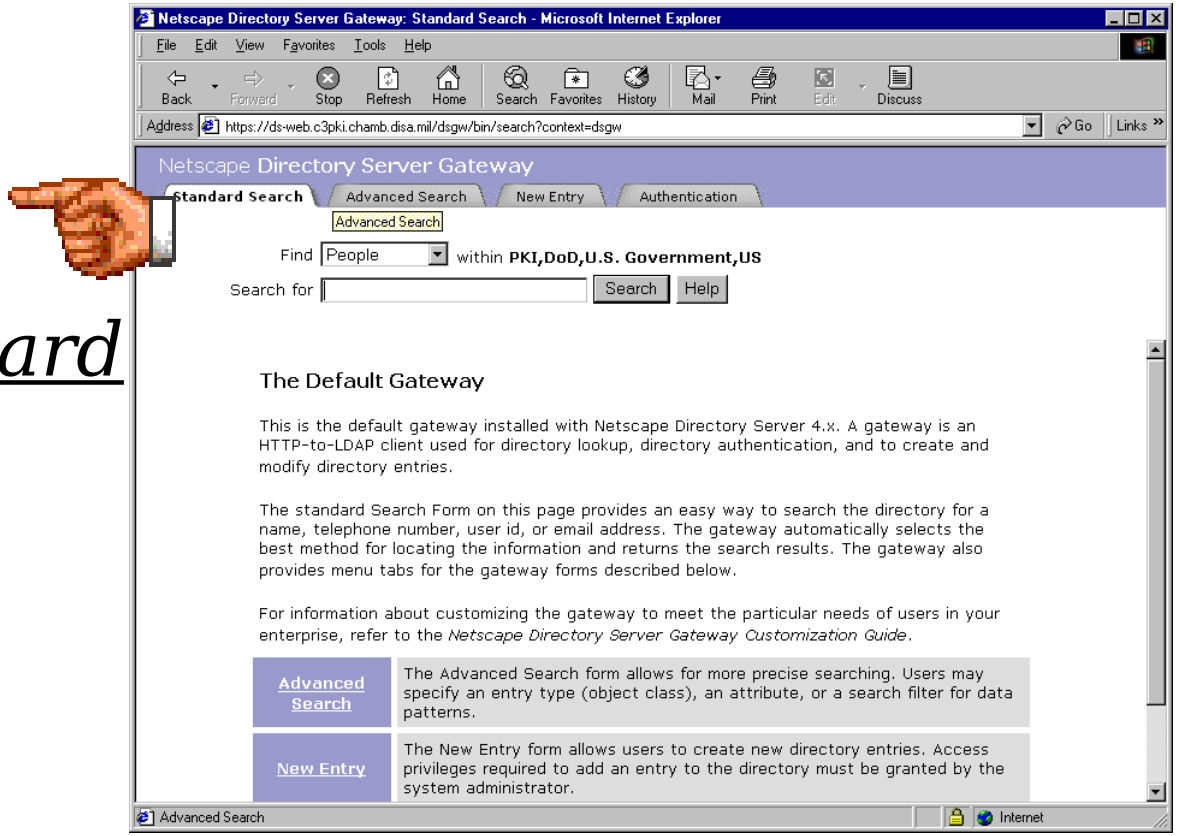

Netscape Directory Server Gateway - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/lang?context=dsgw
Go Links
pe Directory Server Gateway
rd Search
Advanced Search
New Entry
Authentication
The Default Gateway
This is the default gateway installed with Netscape Directory Server 4.x. A gateway is an HTTP-to-LDAP client used for directory lookup, directory authentication, and to create and modify directory entries.
The standard Search Form on this page provides an easy way to search the directory for a name, telephone number, user id, or email address. The gateway automatically selects the best method for locating the information and returns the search results. The gateway also provides menu tabs for the gateway forms described below.
For information about customizing the gateway to meet the particular needs of users in your enterprise, refer to the Netscape Directory Server Gateway Customization Guide.
Advanced Search
The Advanced Search form allows for more precise searching. Users may specify an entry type (object class), an attribute, or a search filter for data patterns.
New Entry
The New Entry form allows users to create new directory entries. Access privileges required to add an entry to the directory must be granted by the system administrator.
Authenticate
The Authentication form is used to log into and out of the directory. Authentication is also required when modifying or adding a directory entry. Authentication may be required to perform directory searches.
Done
Internet

- **Enter** http://ds-web.c3pki.chamb.disa.mil/id **in IE "Address" field**

Create Contacts & Add PKI Certs (cont)

Download Certificate

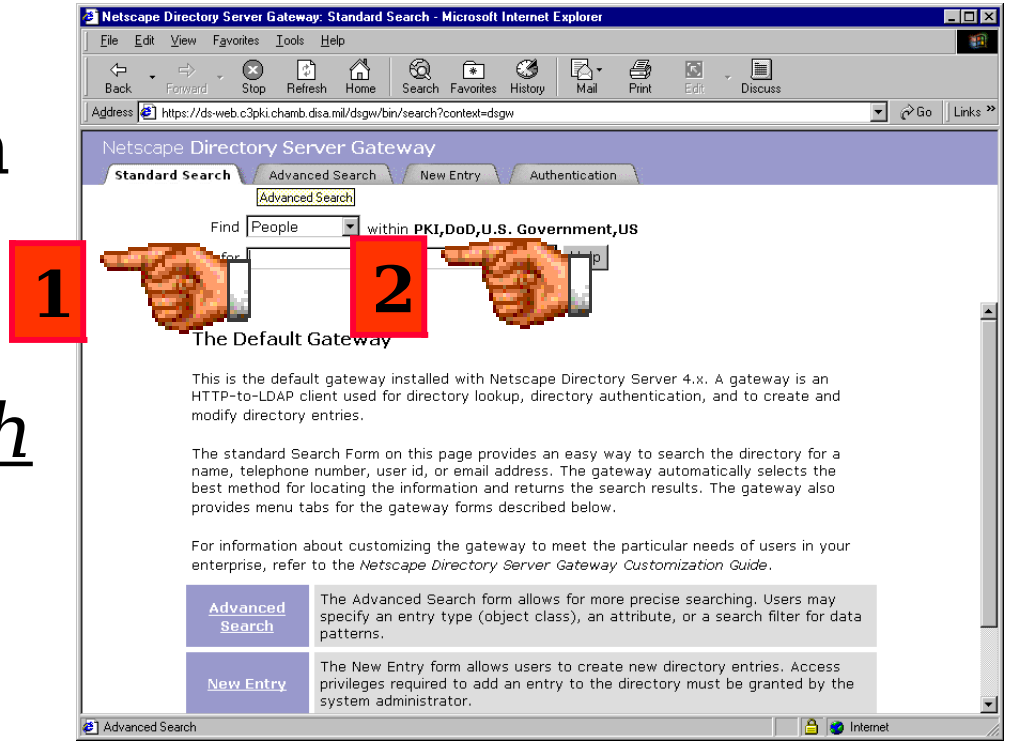
- **Click** *Standard Search*


Netscape Directory Server Gateway: Standard Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/search?context=dsgw
Go Links
Netscape Directory Server Gateway
Standard Search
Advanced Search
New Entry
Authentication
Advanced Search
Find People within PKI,DoD,U.S. Government,US
Search for
Search
Help
The Default Gateway
This is the default gateway installed with Netscape Directory Server 4.x. A gateway is an HTTP-to-LDAP client used for directory lookup, directory authentication, and to create and modify directory entries.
The standard Search Form on this page provides an easy way to search the directory for a name, telephone number, user id, or email address. The gateway automatically selects the best method for locating the information and returns the search results. The gateway also provides menu tabs for the gateway forms described below.
For information about customizing the gateway to meet the particular needs of users in your enterprise, refer to the Netscape Directory Server Gateway Customization Guide.
Advanced Search
The Advanced Search form allows for more precise searching. Users may specify an entry type (object class), an attribute, or a search filter for data patterns.
New Entry
The New Entry form allows users to create new directory entries. Access privileges required to add an entry to the directory must be granted by the system administrator.
Advanced Search
Internet

Create Contacts & Add PKI Certs (cont)

Download Certificate

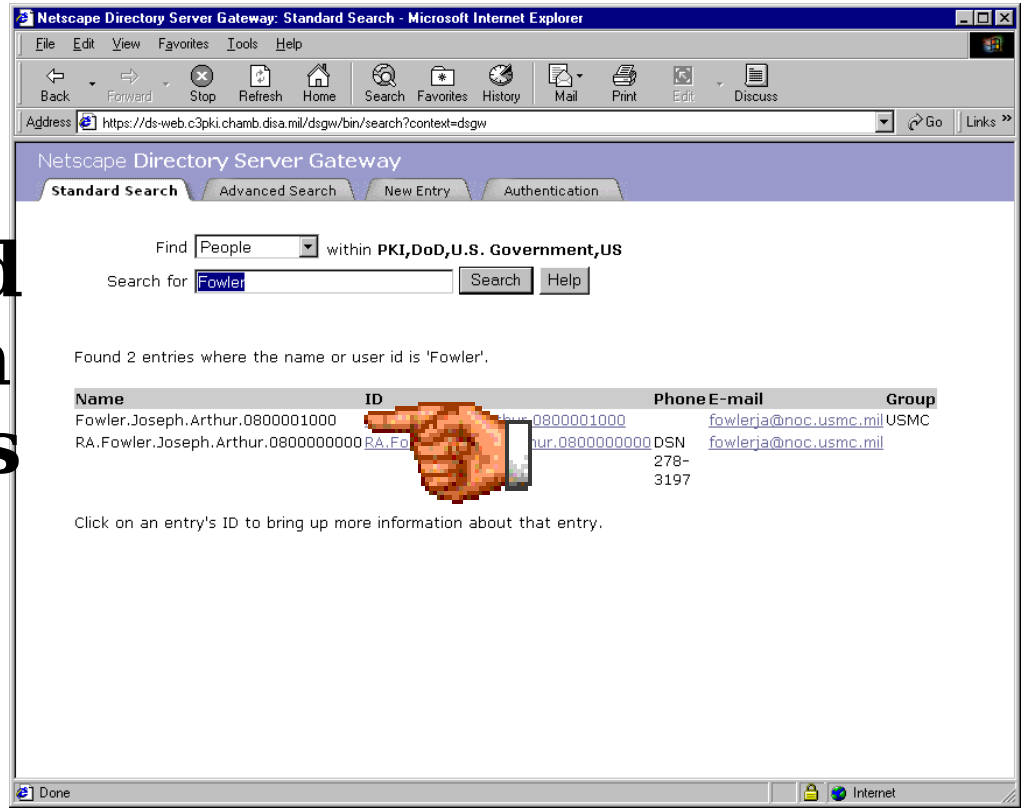
- **Enter Last Name ONLY in "Search For" field**
- **Click on *Search* button**


Netscape Directory Server Gateway: Standard Search - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://ds-web.c3pki.chamb.disa.mil/dsgw/bin/search?context=dsgw
Go Links
Netscape Directory Server Gateway
Standard Search
Advanced Search
New Entry
Authentication
Advanced Search
Find People
within PKI,DoD,U.S. Government,US
1
2
The Default Gateway
This is the default gateway installed with Netscape Directory Server 4.x. A gateway is an HTTP-to-LDAP client used for directory lookup, directory authentication, and to create and modify directory entries.
The standard Search Form on this page provides an easy way to search the directory for a name, telephone number, user id, or email address. The gateway automatically selects the best method for locating the information and returns the search results. The gateway also provides menu tabs for the gateway forms described below.
For information about customizing the gateway to meet the particular needs of users in your enterprise, refer to the Netscape Directory Server Gateway Customization Guide.
Advanced Search
The Advanced Search form allows for more precise searching. Users may specify an entry type (object class), an attribute, or a search filter for data patterns.
New Entry
The New Entry form allows users to create new directory entries. Access privileges required to add an entry to the directory must be granted by the system administrator.
Advanced Search
Internet

Create Contacts & Add PKI Certs (cont)

Download Certificate

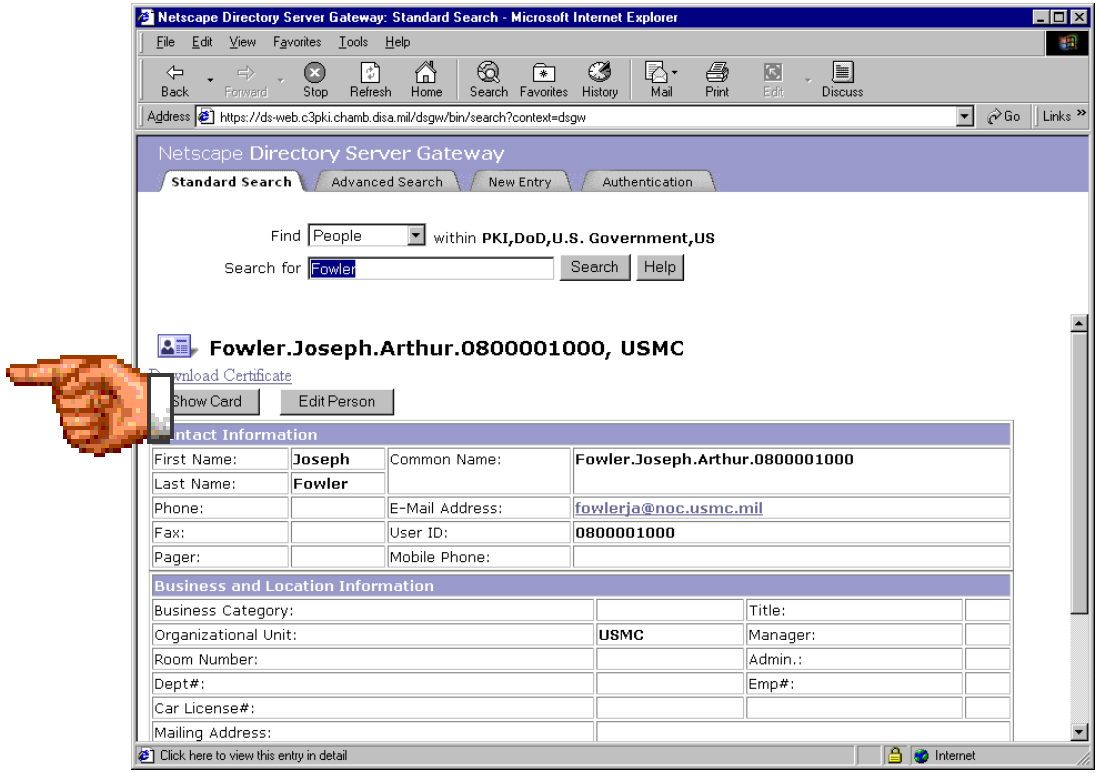
- **Select desired name ID from search results**



Create Contacts & Add PKI Certs (cont)

Download Certificate

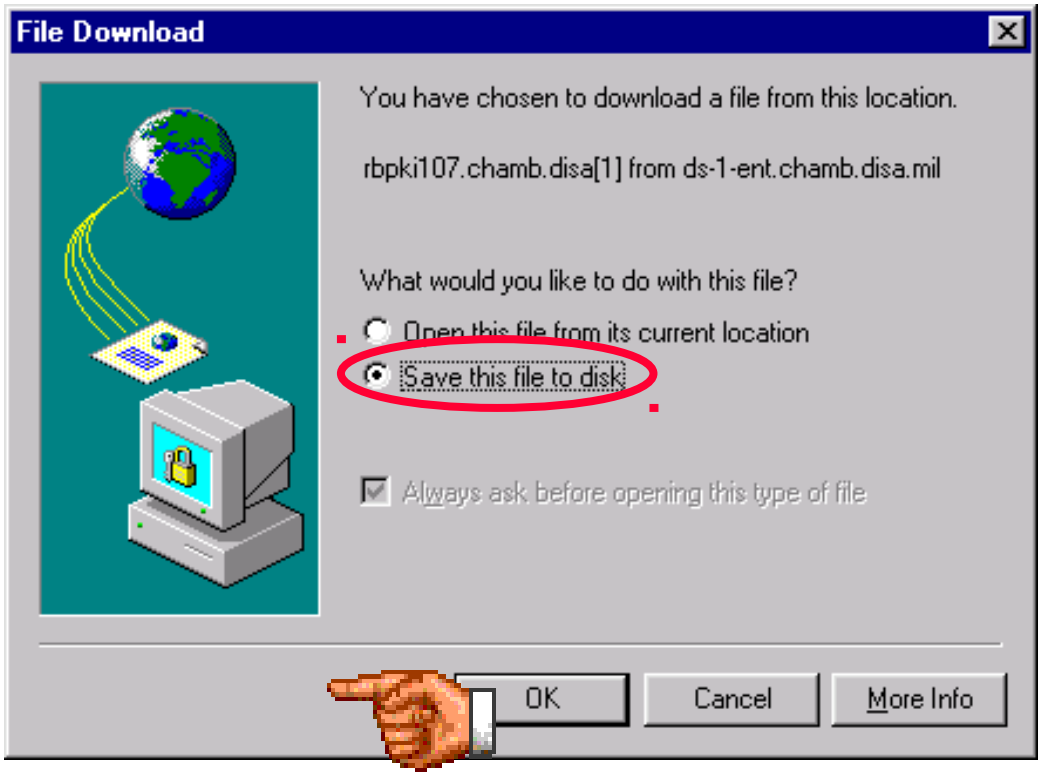
- **Click** *Download Certificate*



Create Contacts & Add PKI Certs (cont)

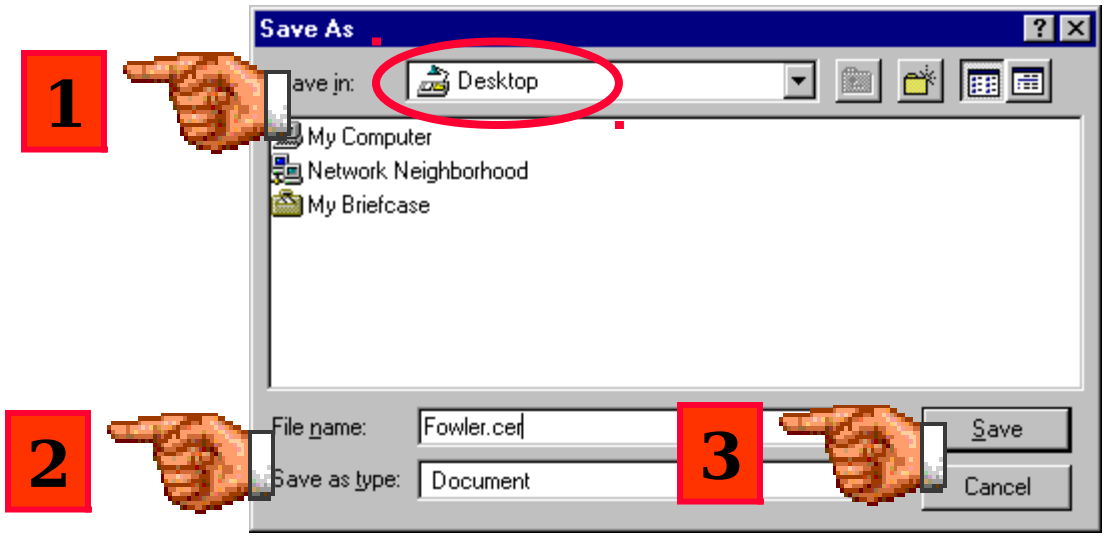
Download Certificate

- **Ensure “Save this file to disk” radio button is selected**
- **Click *OK***


File Download
You have chosen to download a file from this location.
rbpki107.chamb.disa[1] from ds-1-ent.chamb.disa.mil
What would you like to do with this file?
Open this file from its current location
Save this file to disk
Always ask before opening this type of file
OK
Cancel
More Info

Create Contacts & Add PKI Certs (cont)

Download Certificate

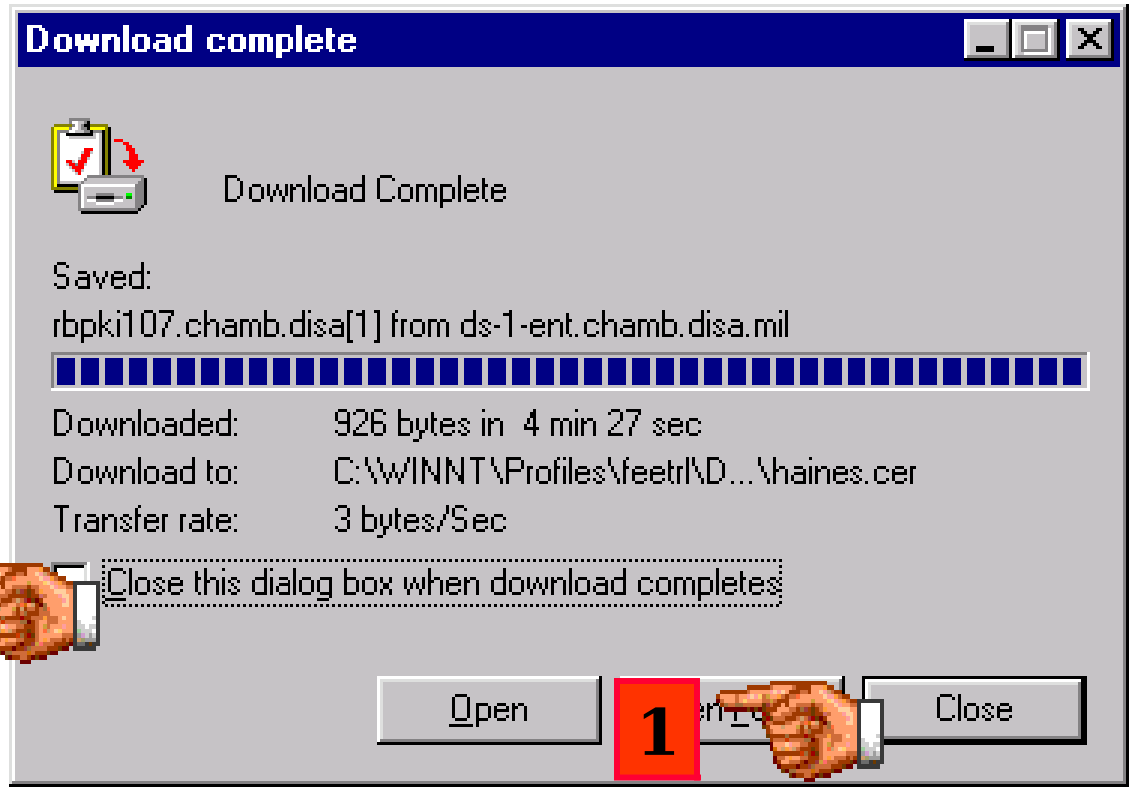


- **Ensure Desktop is in “Save in:” field**
- **Enter** desired name.cer **in “File name:” field**
- **Click** *Save*

Create Contacts & Add PKI Certs (cont)

Download Certificate

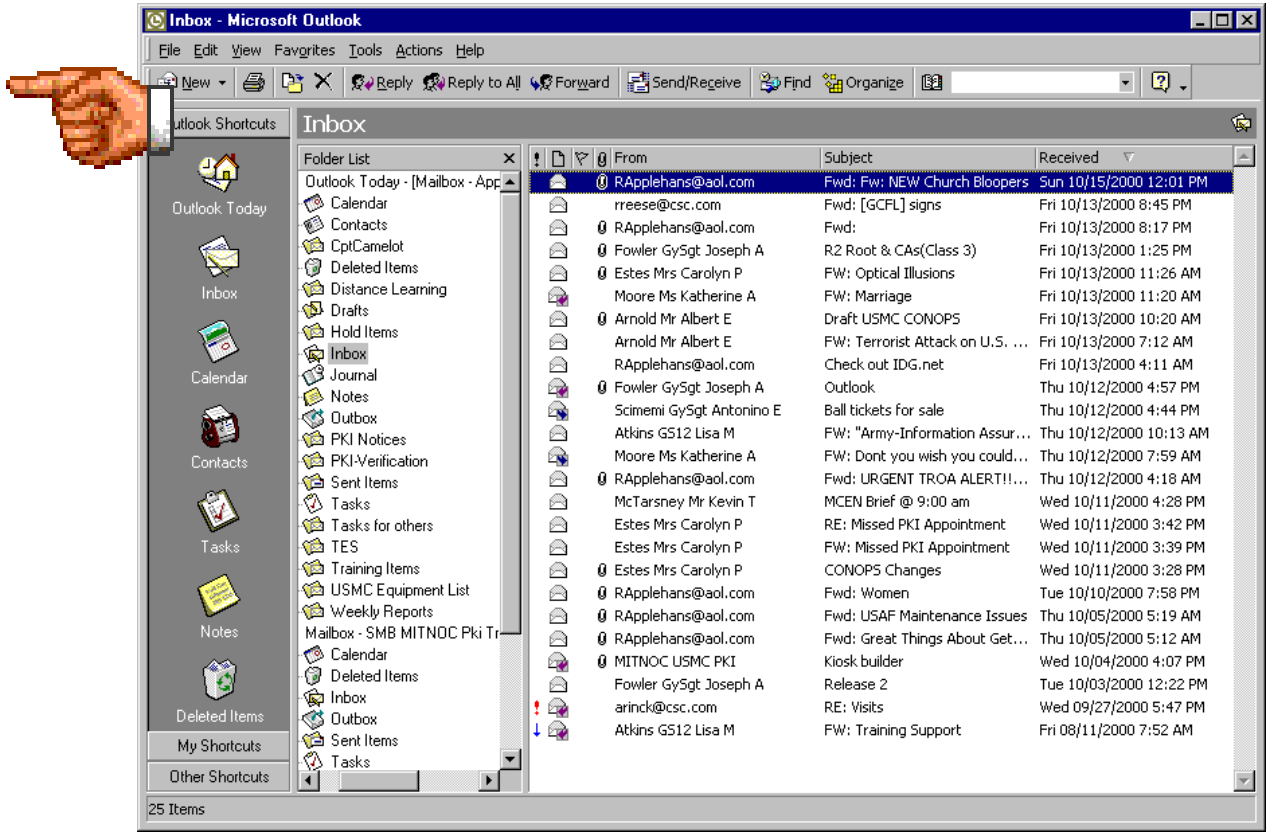
- **Click *Close* to close Netscape browser**
- **(May NOT be visible if box previously checked)**



Create Contacts & Add PKI Certs (cont)

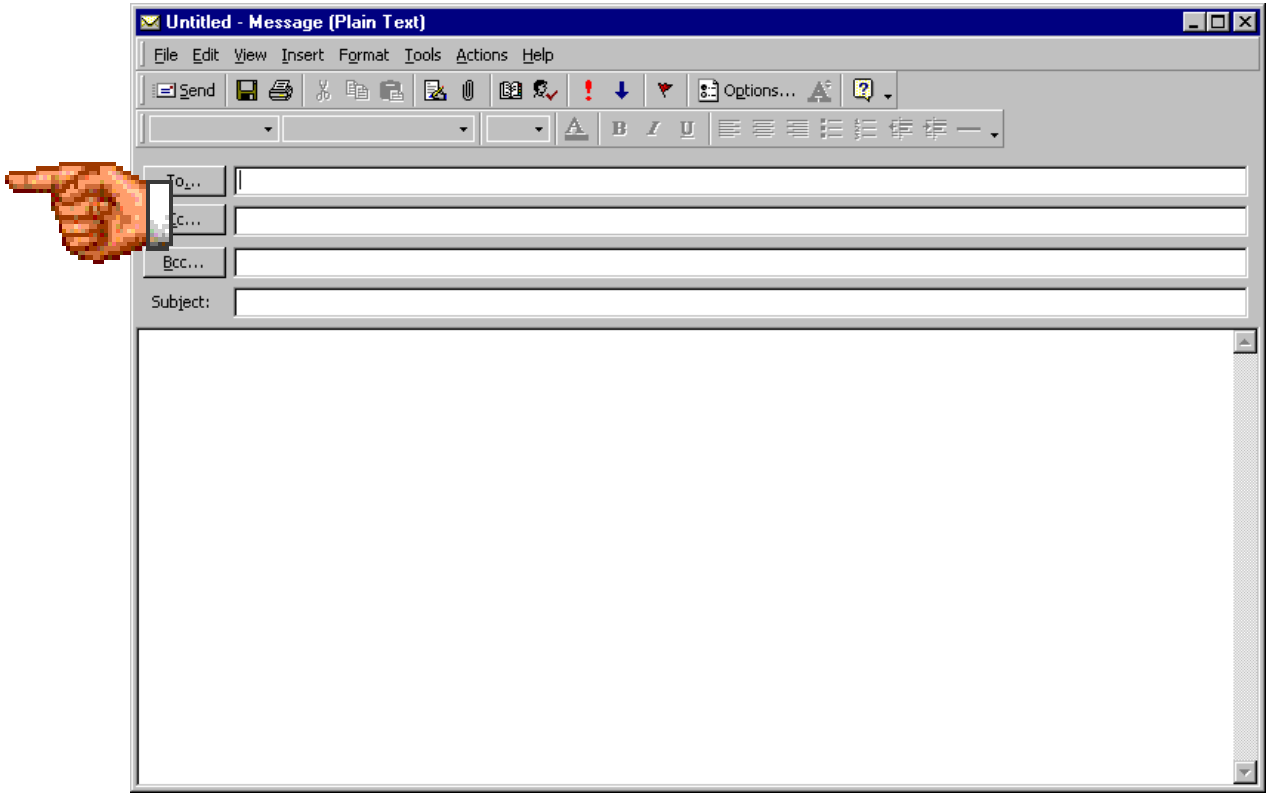
Download Certificate

- **Open MS Outlook**
- **Click *New* button in Outlook Inbox**


Inbox - Microsoft Outlook
File Edit View Favorites Tools Actions Help
New Reply Reply to All Forward Send/Receive Find Organize
Outlook Shortcuts
Inbox
Outlook Today
Inbox
Calendar
Contacts
Tasks
Notes
Deleted Items
My Shortcuts
Other Shortcuts
Folder List
Outlook Today - [Mailbox - App
Calendar
Contacts
CptCamelot
Deleted Items
Distance Learning
Drafts
Hold Items
Inbox
Journal
Notes
Outbox
PKI Notices
PKI-Verification
Sent Items
Tasks
Tasks for others
TES
Training Items
USMC Equipment List
Weekly Reports
Mailbox - SMB MITNOC Pki Tr
Calendar
Deleted Items
Inbox
Outbox
Sent Items
Tasks
From
Subject
Received
RApplehans@aol.com Fwd: Fw: NEW Church Bloopers Sun 10/15/2000 12:01 PM
rreese@csc.com Fwd: [GCFL] signs Fri 10/13/2000 8:45 PM
RApplehans@aol.com Fwd: Fri 10/13/2000 8:17 PM
Fowler GySgt Joseph A R2 Root & CAs(Class 3) Fri 10/13/2000 1:25 PM
Estes Mrs Carolyn P FW: Optical Illusions Fri 10/13/2000 11:26 AM
Moore Ms Katherine A FW: Marriage Fri 10/13/2000 11:20 AM
Arnold Mr Albert E Draft USMC CONOPS Fri 10/13/2000 10:20 AM
Arnold Mr Albert E FW: Terrorist Attack on U.S. ... Fri 10/13/2000 7:12 AM
RApplehans@aol.com Check out IDG.net Fri 10/13/2000 4:11 AM
Fowler GySgt Joseph A Outlook Thu 10/12/2000 4:57 PM
Scimemi GySgt Antonino E Ball tickets for sale Thu 10/12/2000 4:44 PM
Atkins GS12 Lisa M FW: "Army-Information Assur... Thu 10/12/2000 10:13 AM
Moore Ms Katherine A FW: Dont you wish you could... Thu 10/12/2000 7:59 AM
RApplehans@aol.com Fwd: URGENT TROA ALERT!!... Thu 10/12/2000 4:18 AM
McTarsney Mr Kevin T MCEN Brief @ 9:00 am Wed 10/11/2000 4:28 PM
Estes Mrs Carolyn P RE: Missed PKI Appointment Wed 10/11/2000 3:42 PM
Estes Mrs Carolyn P FW: Missed PKI Appointment Wed 10/11/2000 3:39 PM
Estes Mrs Carolyn P CONOPS Changes Wed 10/11/2000 3:28 PM
RApplehans@aol.com Fwd: Women Tue 10/10/2000 7:58 PM
RApplehans@aol.com Fwd: USAF Maintenance Issues Thu 10/05/2000 5:19 AM
RApplehans@aol.com Fwd: Great Things About Get... Thu 10/05/2000 5:12 AM
MITNOC USMC PKI Kiosk builder Wed 10/04/2000 4:07 PM
Fowler GySgt Joseph A Release 2 Tue 10/03/2000 12:22 PM
arinck@csc.com RE: Visits Wed 09/27/2000 5:47 PM
Atkins GS12 Lisa M FW: Training Support Fri 08/11/2000 7:52 AM
25 Items

Create Contacts & Add PKI Certs (cont)

Download Certificate

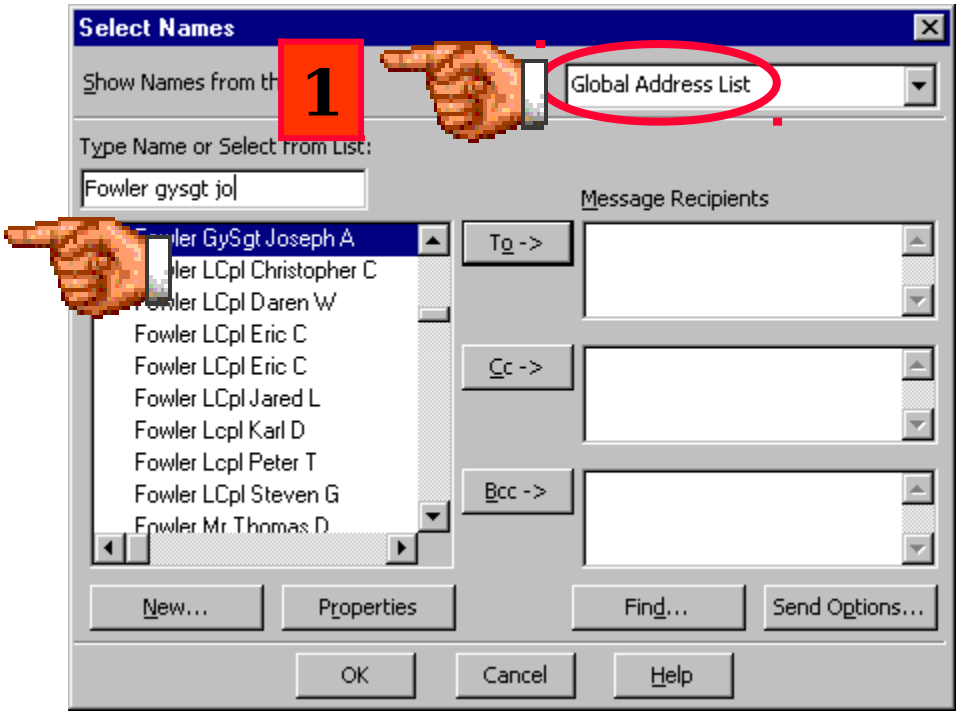


- **Click *To…* to open Select Names window**

Create Contacts & Add PKI Certs (cont)

Download Certificate

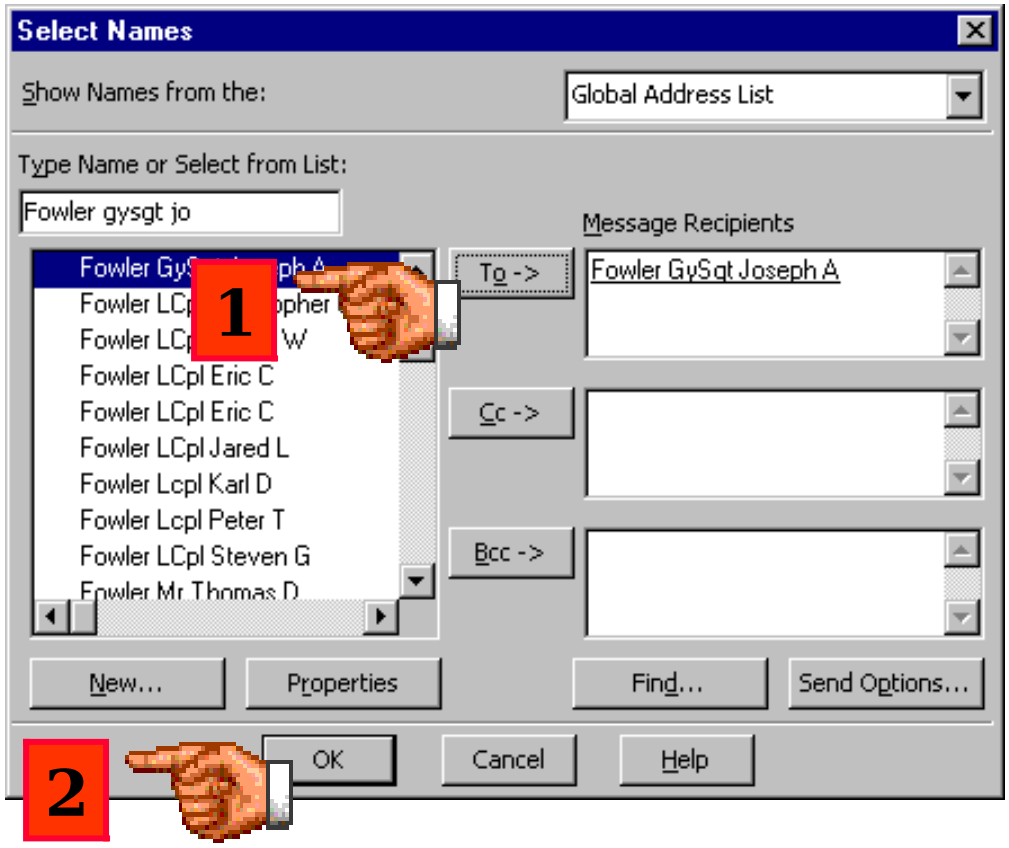
- **Ensure "Global Address List" is selected in "Show Names from the:" field**
- **Select desired name**



Create Contacts & Add PKI Certs (cont)

Download Certificate

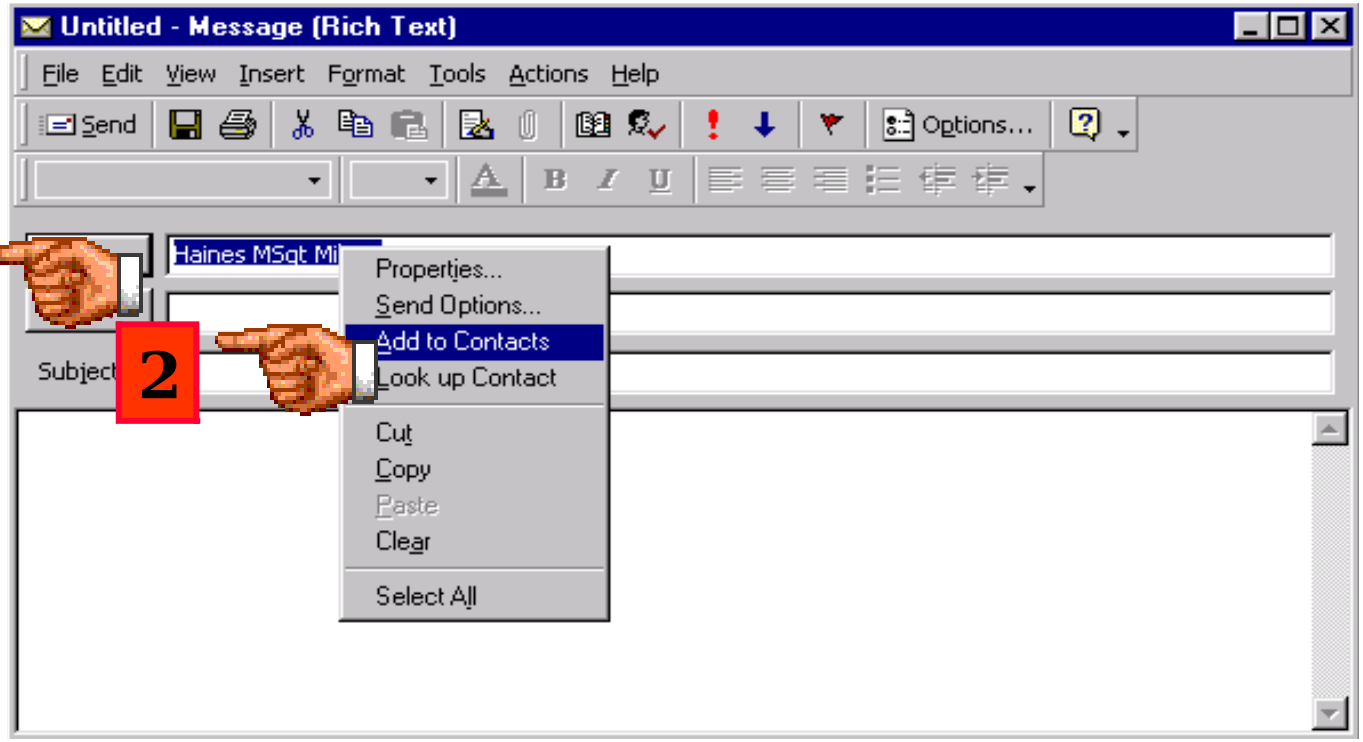
- **Click *To***
- **Click *OK***



Create Contacts & Add PKI Certs (cont)

Download Certificate

- ***RIGHT*** **click individual's name in "To" field**

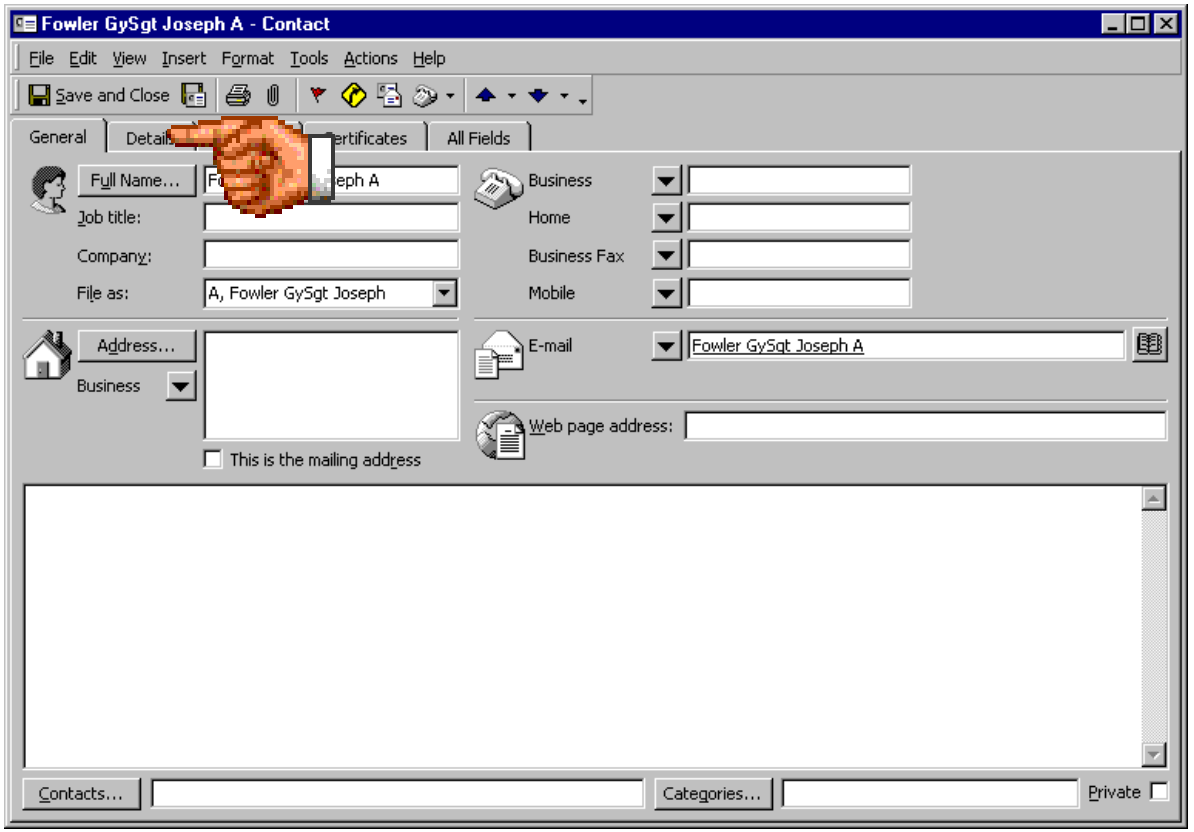


- **Select** *Add to Contacts*

Create Contacts & Add PKI Certs (cont)

Download Certificate

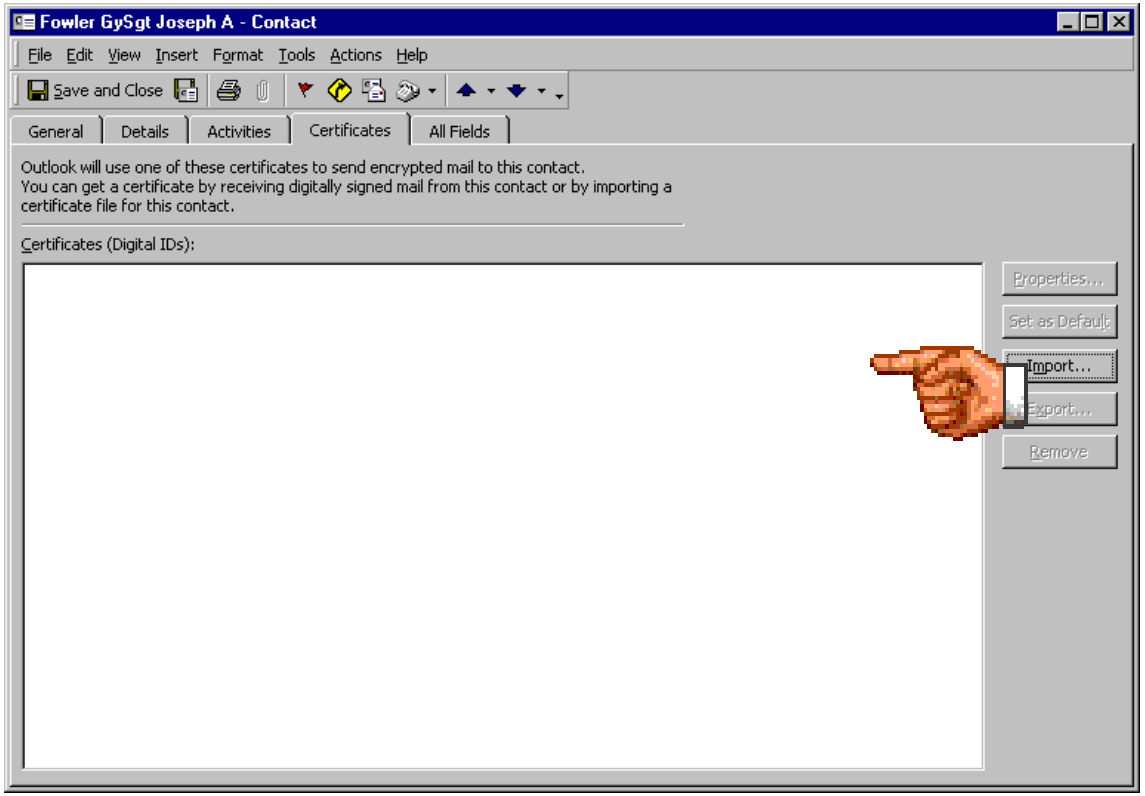
- **Add or Change information as desired**
- **Select *Certificates* tab**



Create Contacts & Add PKI Certs (cont)

Download Certificate

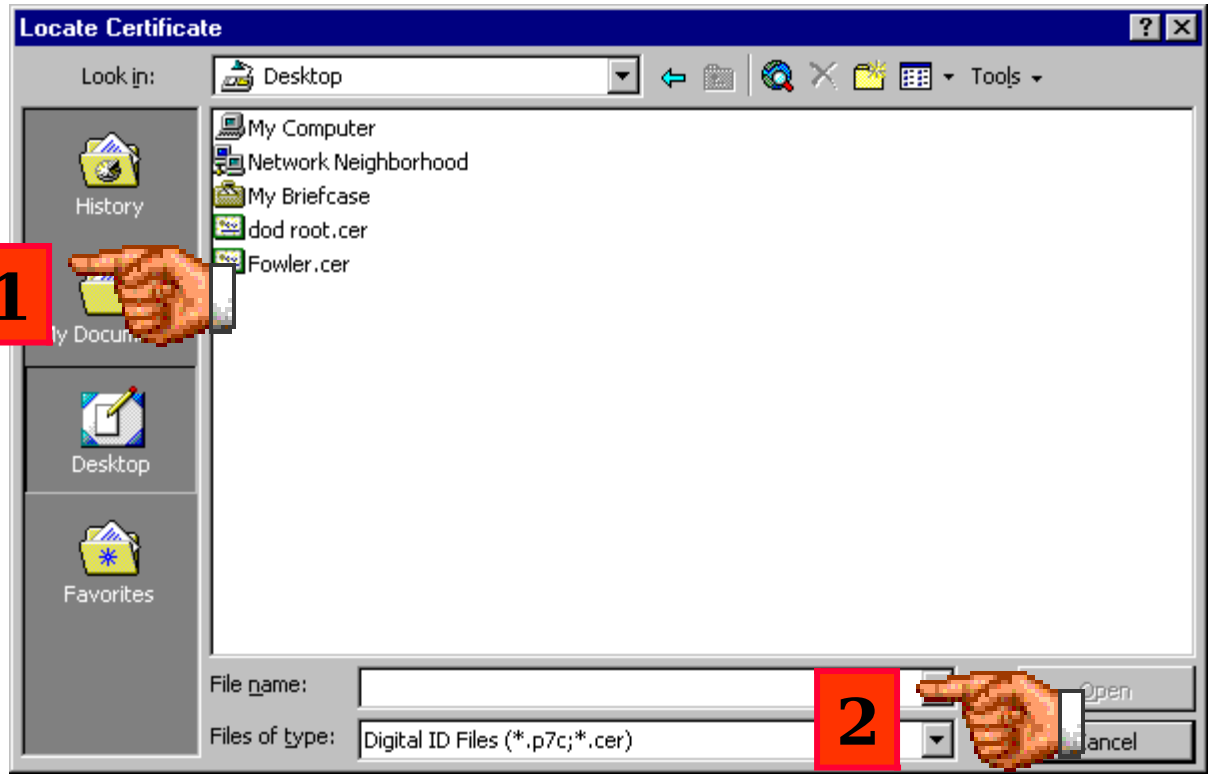
- **Click** *Import…*


Fowler GySgt Joseph A - Contact
File Edit View Insert Format Tools Actions Help
Save and Close
General Details Activities Certificates All Fields
Outlook will use one of these certificates to send encrypted mail to this contact.
You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.
Certificates (Digital IDs):
Properties...
Set as Default
Import...
Export...
Remove

Create Contacts & Add PKI Certs (cont)

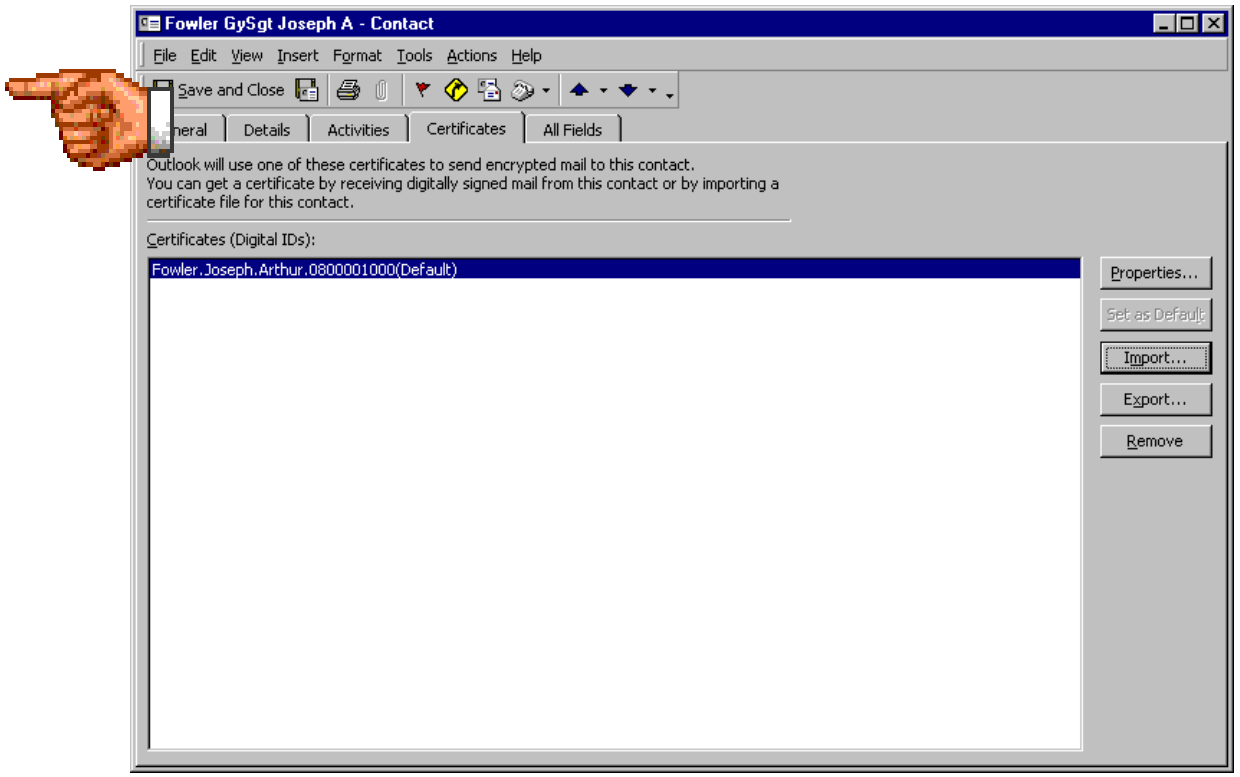
Download Certificate

- **Select desired certificate**
- **Click *Open***



Create Contacts & Add PKI Certs (cont)

Download Certificate


Fowler GySgt Joseph A - Contact
File Edit View Insert Format Tools Actions Help
Save and Close
neral Details Activities Certificates All Fields
Outlook will use one of these certificates to send encrypted mail to this contact.
You can get a certificate by receiving digitally signed mail from this contact or by importing a certificate file for this contact.
Certificates (Digital IDs):
Fowler.Joseph.Arthur.0800001000(Default)
Properties...
Set as Default
Import...
Export...
Remove

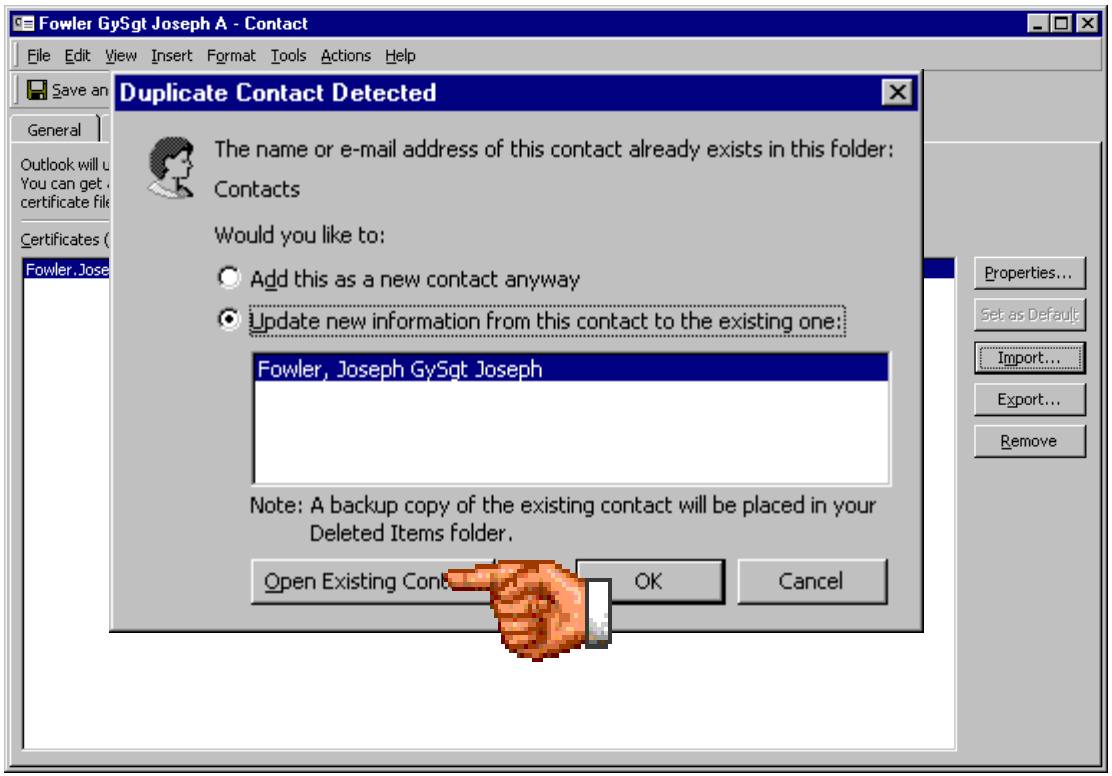
- **Click** *Save and Close*

Certificate is now stored in MS Outlook Contacts

Create Contacts & Add PKI Certs (cont)

Download Certificate

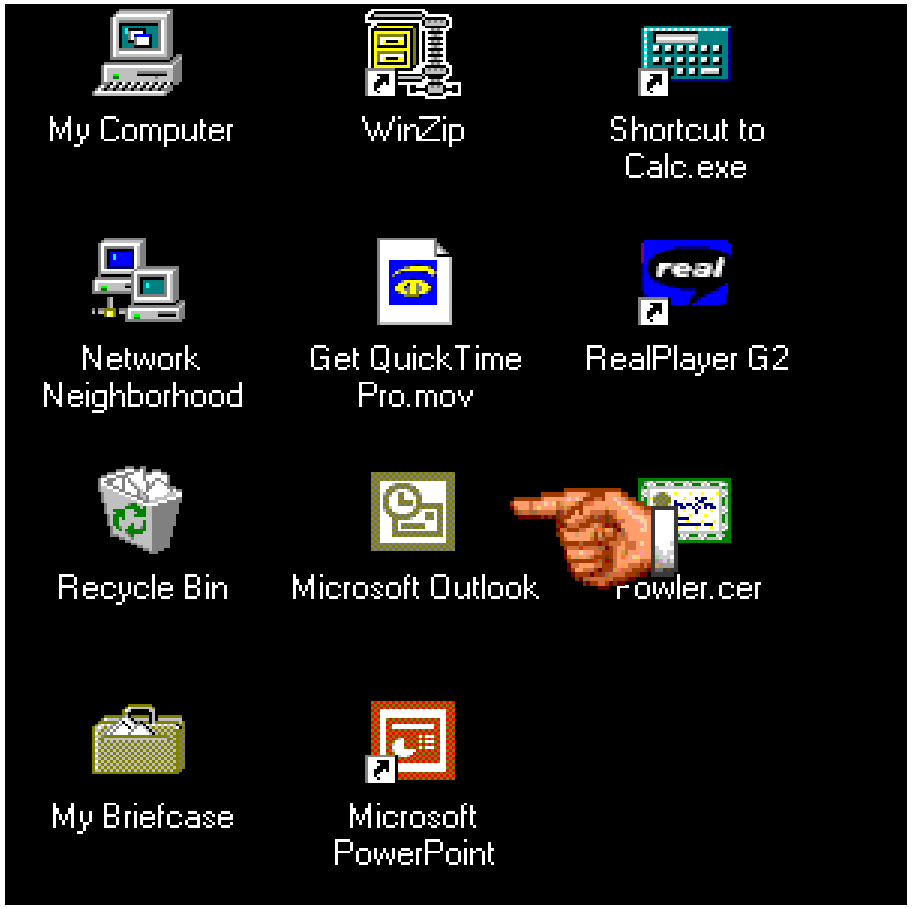
- ***IF*** **previously entered in Contacts**
- **Click** ***OK***



Create Contacts & Add PKI Certs (cont)

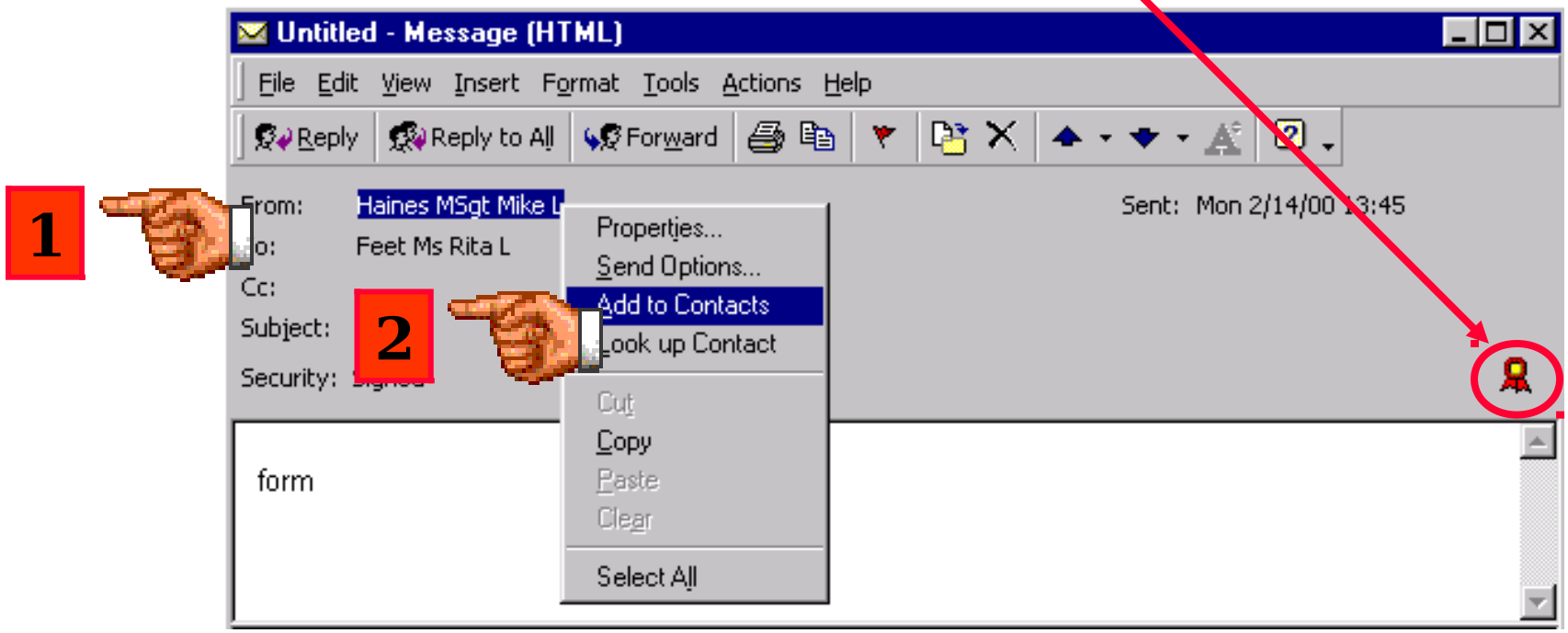
Download Certificate

- **Select certificate on the Desktop**
- **Delete certificate**



Create Contacts & Add PKI Certs (cont)

Received Signed E-Mail

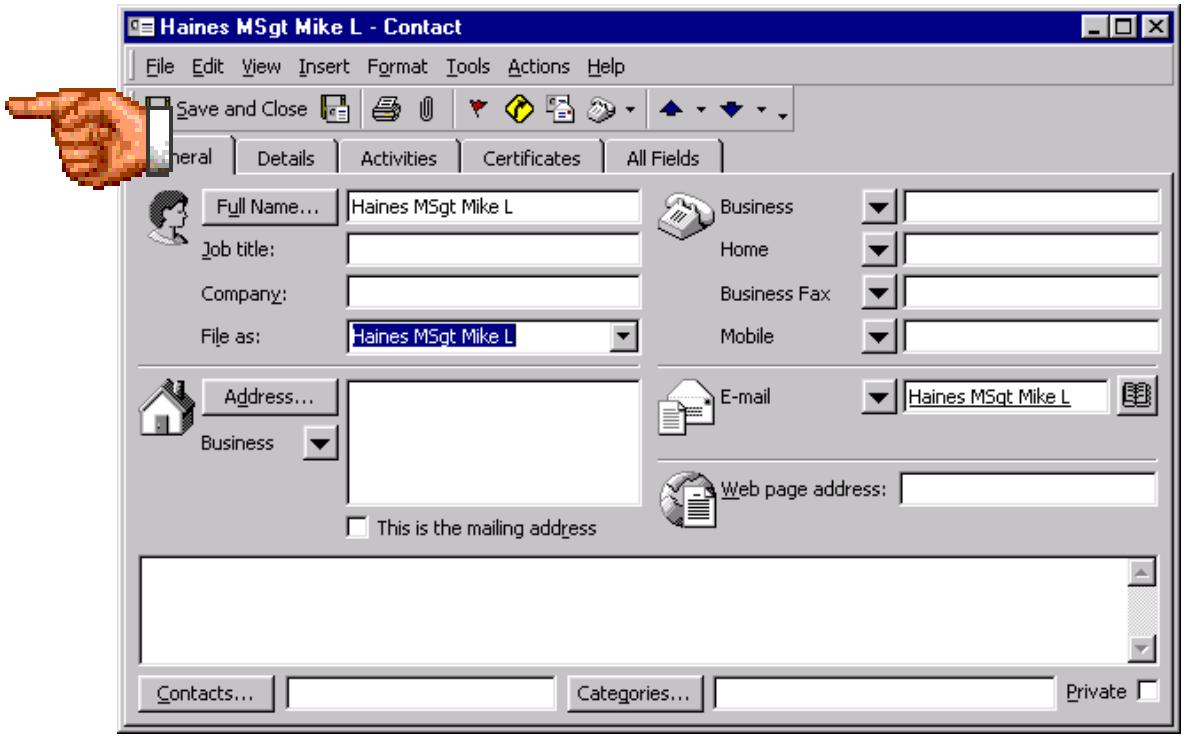


- **Right click the individual's name in the "From" field**
- **Select** *Add to Contacts*

Create Contacts & Add PKI Certs (cont)

Received Signed E-Mail

- **Add or Change information as desired**
- **Click *Save and Close* button**



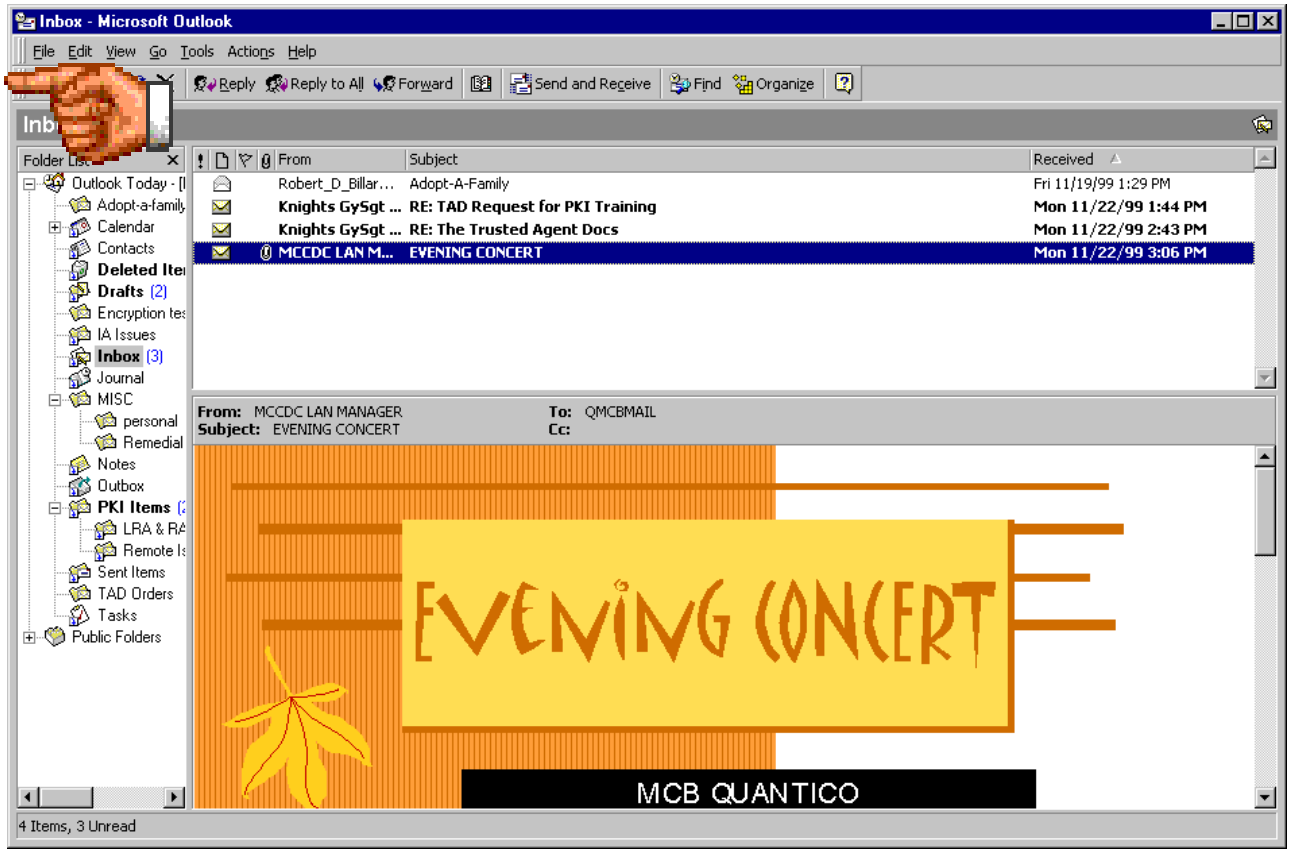
Certificate is automatically stored in Contacts

Outlook 2000 Certificate Utilization

Lesson 5

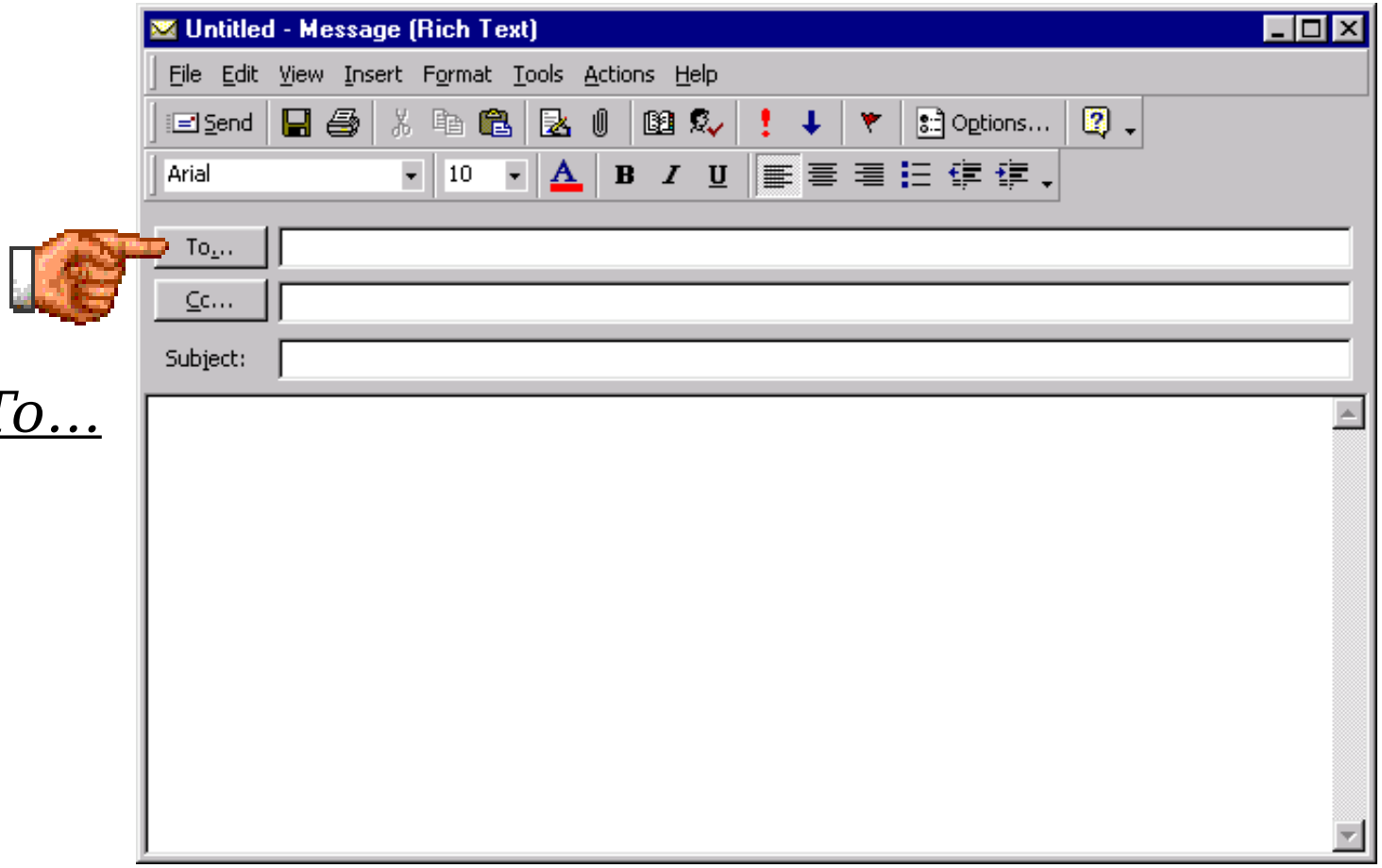
Send DoD PKI Signed and Encrypted Message in Outlook

Send DoD PKI Signed and Encrypted Message


Inbox - Microsoft Outlook
File Edit View Go Tools Actions Help
Reply Reply to All Forward Send and Receive Find Organize
From Subject Received
Robert_D_Billar... Adopt-A-Family Fri 11/19/99 1:29 PM
Knights GySgt ... RE: TAD Request for PKI Training Mon 11/22/99 1:44 PM
Knights GySgt ... RE: The Trusted Agent Docs Mon 11/22/99 2:43 PM
MCCDC LAN M... EVENING CONCERT Mon 11/22/99 3:06 PM
From: MCCDC LAN MANAGER
Subject: EVENING CONCERT
To: QMCBMAIL
Cc:
EVENING CONCERT
MCB QUANTICO
4 Items, 3 Unread

- **Click *New Mail Message* button in Outlook Inbox**

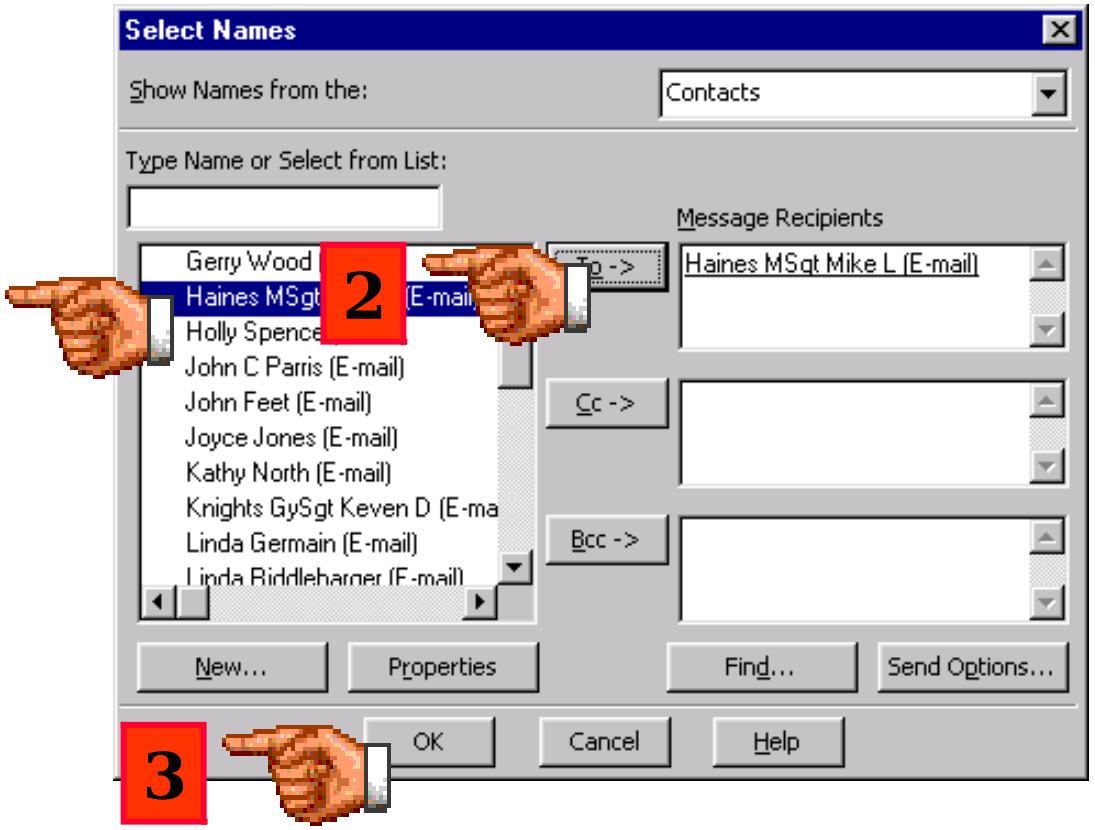
Send DoD PKI Signed and Encrypted Message (cont)



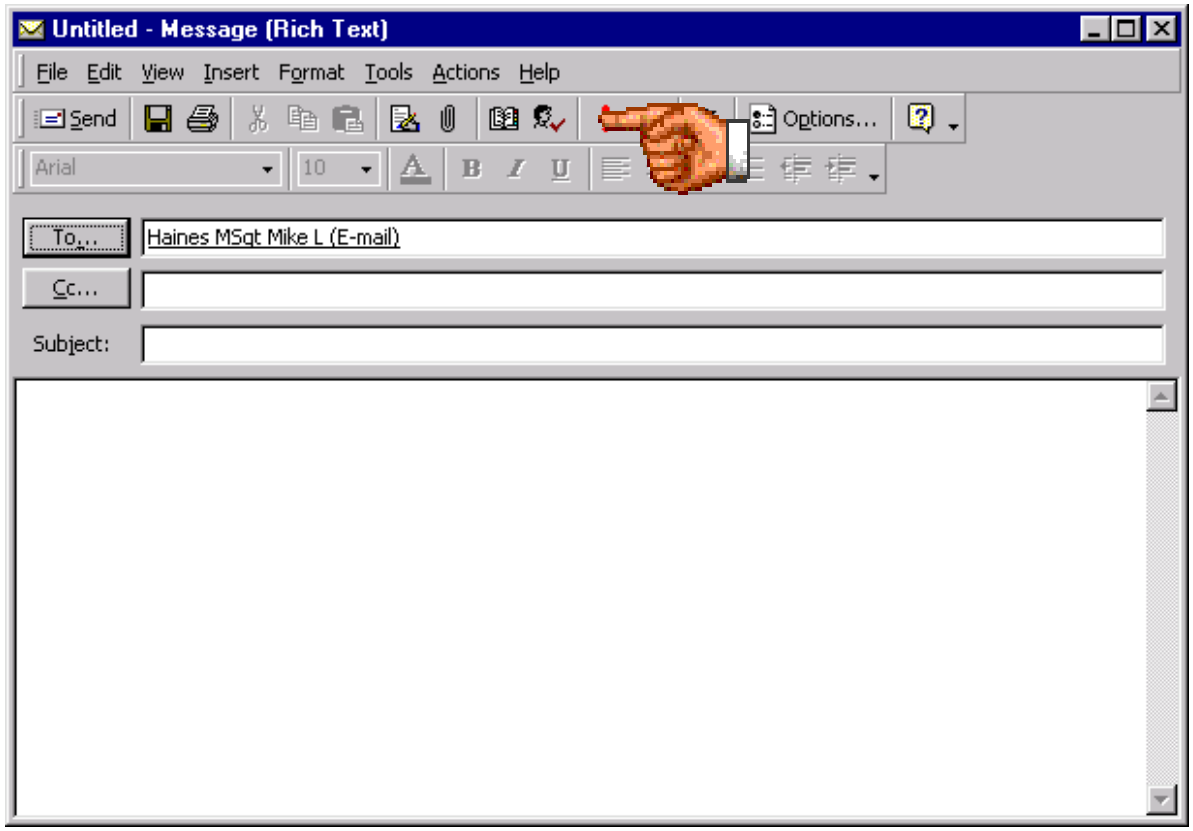
- **Click** *To…*

Send DoD PKI Signed and Encrypted Message (cont)

- **Select the desired individua**
- **Click *To***
- **Click *OK***



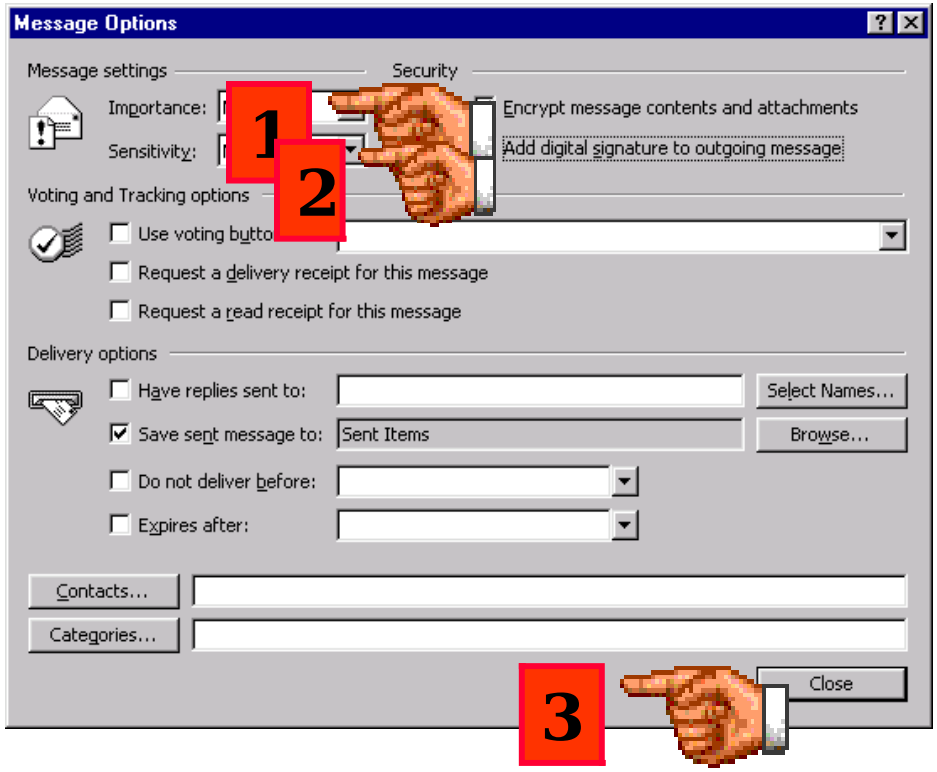
Send DoD PKI Signed and Encrypted Message (cont)



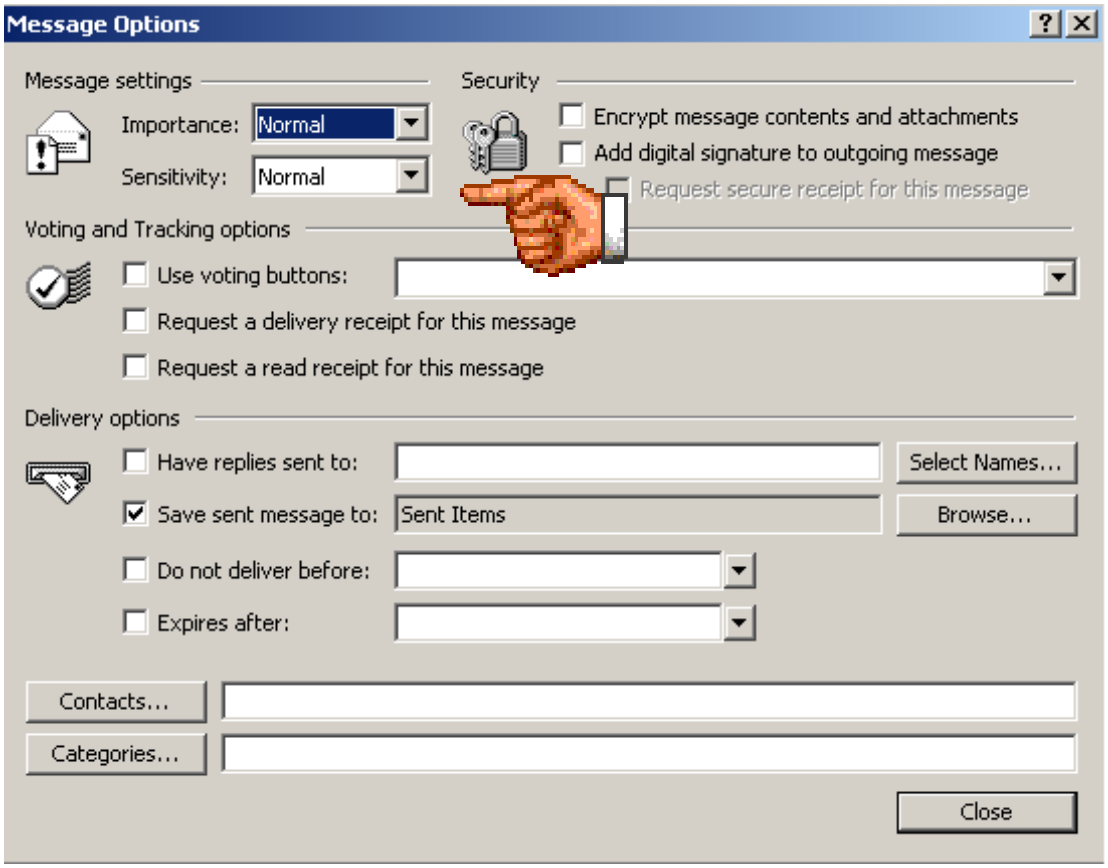
- **Select** *Options*

Send DoD PKI Signed and Encrypted Message (cont)

- Check the appropriate blocks to sign and encrypt
  - ✓ Encrypt message contents and attachments
  - ✓ Add digital signature to outgoing message
- Click *Close*

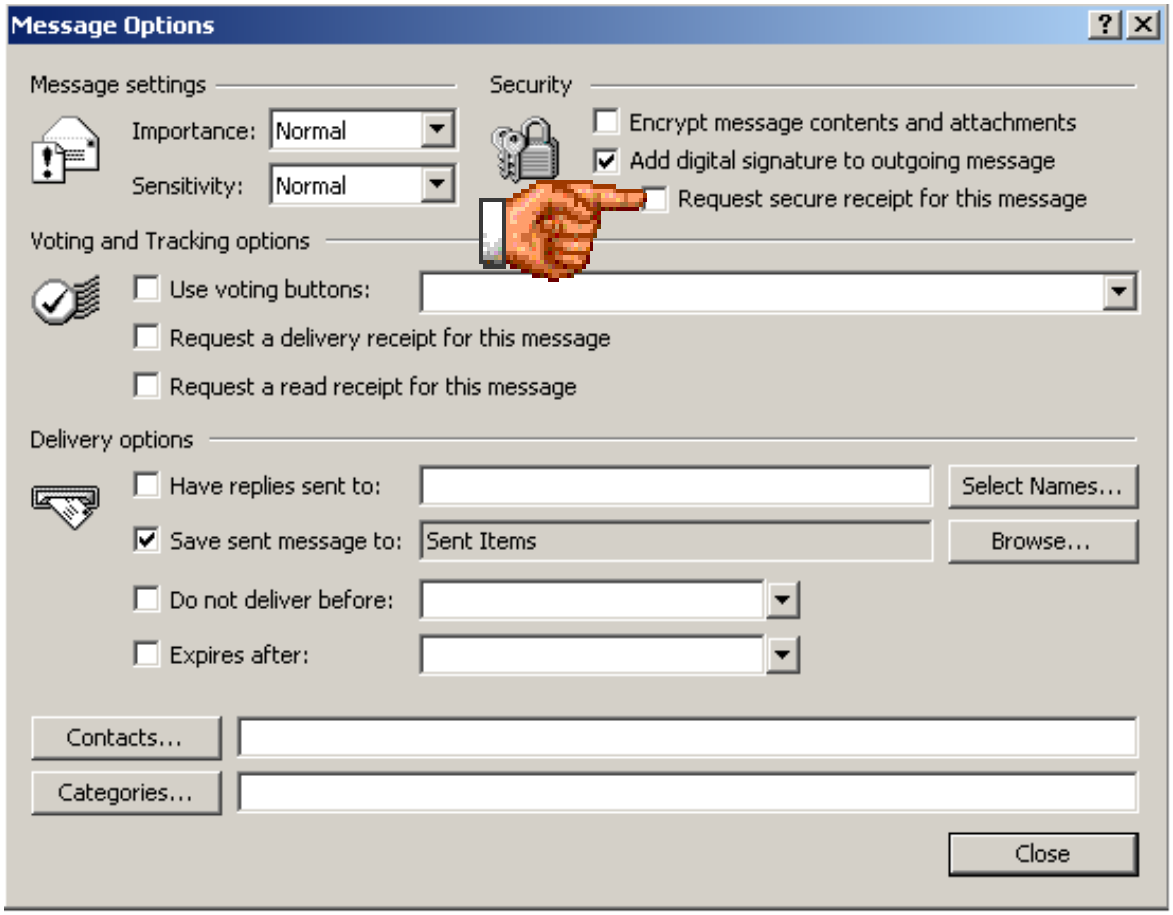


****MS 2000 Difference****



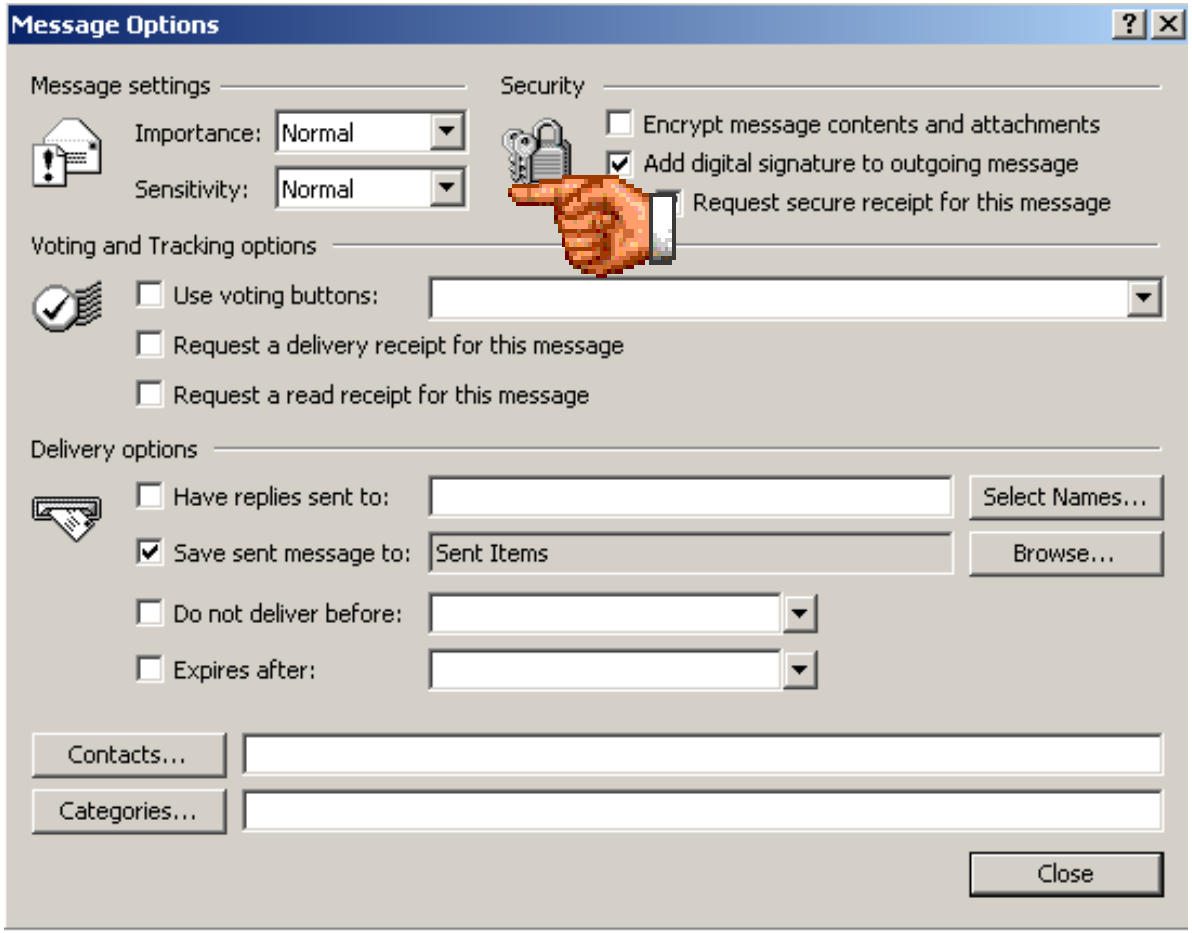
Note the additional option to request secure r for this message, currently not selectable.

****MS 2000 Difference****



Note when the digital signature selection is made option is now selectable.

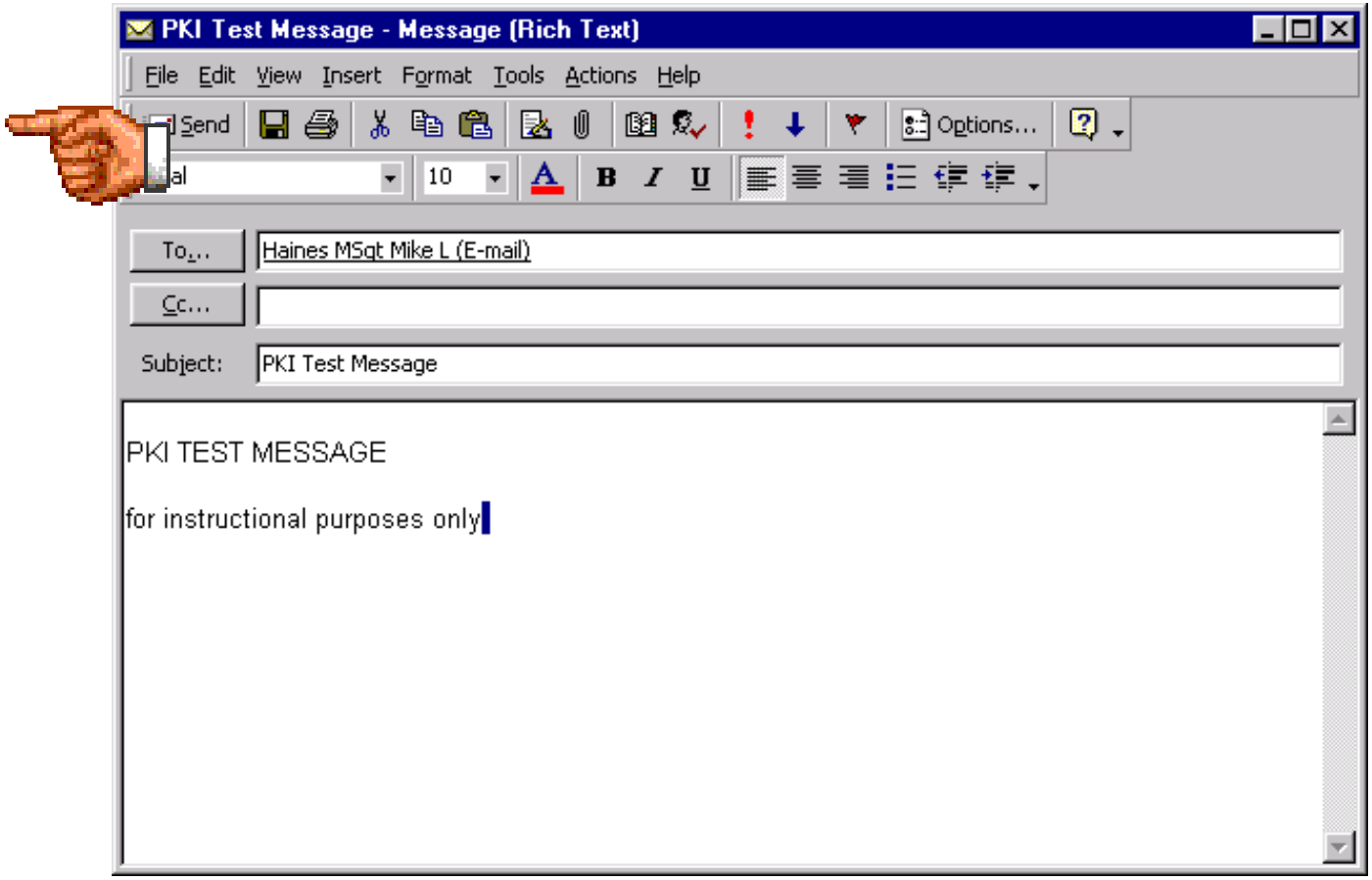
****MS 2000 Difference****



You may select the Request secure receipt for this message

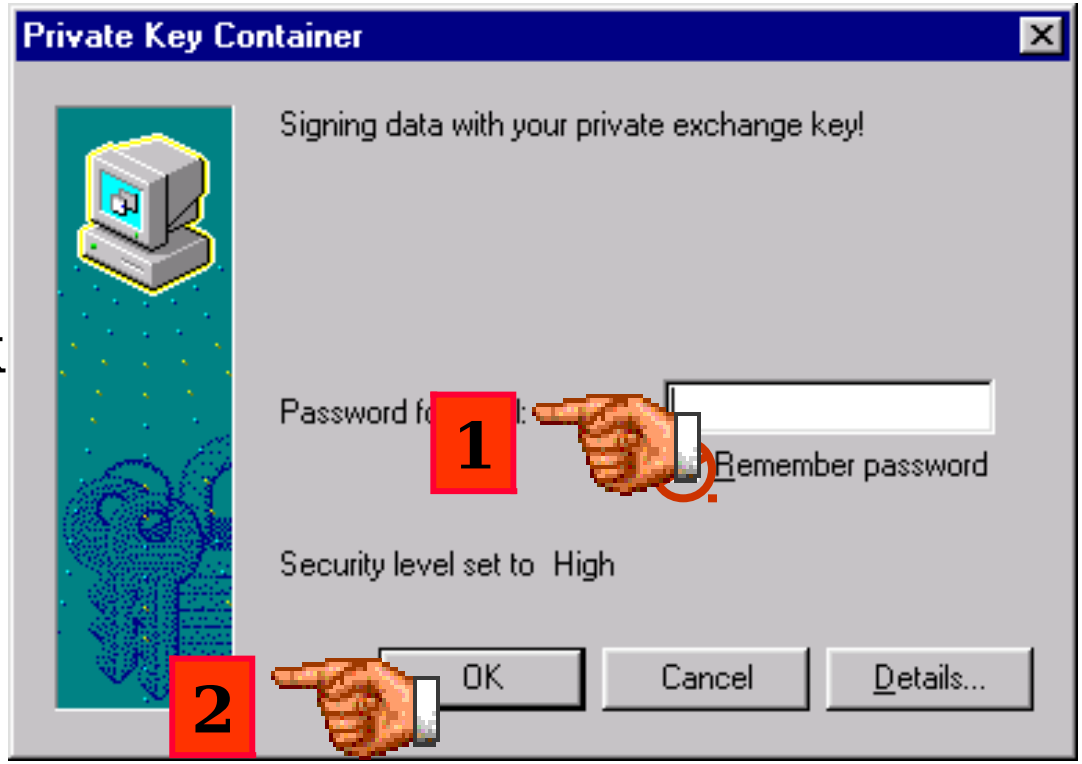
Send DoD PKI Signed and Encrypted Message (cont)

- Complete message
- Click *Send*



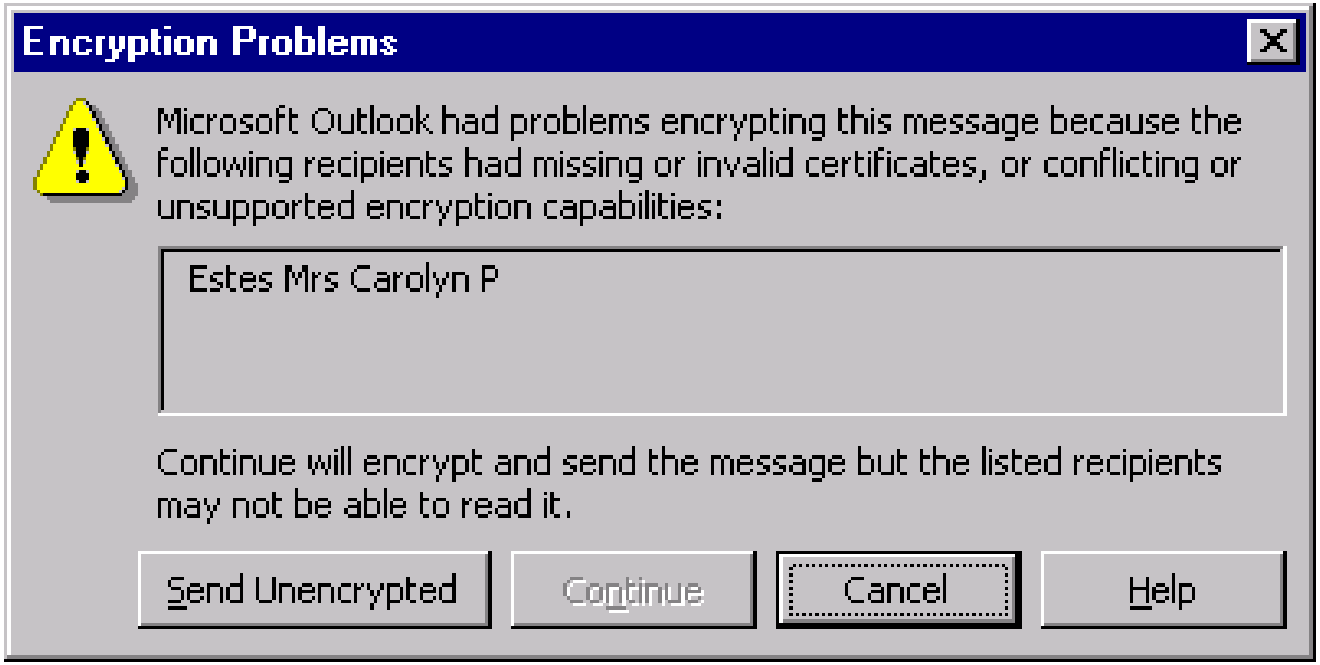
Send DoD PKI Signed and Encrypted Message (cont)

- **Enter password**
- **Do NOT check "Remember password"**
- **Click *OK***



The signed and encrypted message has been

Send DoD PKI Signed and Encrypted Message (cont)


Encryption Problems
Microsoft Outlook had problems encrypting this message because the following recipients had missing or invalid certificates, or conflicting or unsupported encryption capabilities:
Estes Mrs Carolyn P
Continue will encrypt and send the message but the listed recipients may not be able to read it.
Send Unencrypted
Continue
Cancel
Help

- **This error message will appear if you do not have the recipient's public key**

Summary for Outlook 2000 Certificate Utilization

- **Required software must be loaded**
- **Load certificates into IE / Outlook**
- **Load E-Mail Certificate**
- **Configure Outlook for certificate utilization**
- **Add MS Outlook Contacts and PKI Certificates to Contacts**
- **Send DoD PKI signed & encrypted message in Outlook**

Outlook 2000 Certificate Utilization Instructions

What are your Questions?

PKI